

ADVISORY COMMITTEE MANAGEMENT OFFICE



Procedures Manual for Preparing and Processing Advisory Committee Correspondence and Packages

(Revised September 2023)

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ADVISORY COMMITTEE MANAGEMENT OFFICE
Procedures for Preparing
Advisory Committee Correspondence and Packages

1. GENERAL

This document describes the Advisory Committee Management Office's (ACMO) streamlined procedures and standards for correspondence for the Department of Veterans Affairs (VA) Federal Advisory Committees (FACs) requiring the signature of the Secretary (SECVA), Deputy Secretary (DEPSECVA), or other officials in the SECVA Office. ACMO serves as the coordinating office for the Department's FACs and is responsible for ensuring continuity in management practices and compliance with the provisions of the Federal Advisory Committee Act, 5 U.S.C. Ch. 10, (FACA) with respect to Advisory Committee establishment, operations, ethics and duration. Also, ACMO is VA's principal point of contact on advisory committee matters with the General Services Administration (GSA) and the Library of Congress.

2. CONTROLLED CORRESPONDENCE

a. To ensure timely responses and follow-ups, all VA FAC correspondence requiring SECVA-level review and approval is electronically controlled and tracked in the VA Correspondence Tracking System (currently known as VIEWS).

b. ACMO tracks correspondence requiring review, approval or reply from the SECVA and DEPSECVA to the House and Senate Committees on Veterans' Affairs, Library of Congress, and other Committees and agencies with high-level interest in Advisory Committees.

c. Correspondence includes Committee charters (establishment, renewal, reestablishment, amendment or termination), Committee membership (nominations, appointments, reappointments and terminations), Federal Register notices (meetings or membership solicitations), Committee minutes, reports and recommendations.

d. Under Secretaries, Assistant Secretaries, and Other Key Officials will designate a program office and individual within their respective organization, who will serve as a Designated Federal Officer (DFO), Alternate DFO, or Committee Manager, responsible for managing a FAC that aligns with the program responsibilities and other ACMO correspondence assigned to their organization.

e. The VA FAC staff support and program officials will use the VA Correspondence Tracking System to initiate, monitor and close Advisory Committee correspondence received or generated in their offices to ensure that it is processed in accordance with the quality and timeliness standards specified in this guidance.

f. General Formatting of Documents. The following format applies to **ALL** FACA-related documents (**Note: All formatting of documents are in alignment with the EXECSEC Style Guide Release 3.5. See attachment**):

- **Abbreviations and acronyms** – *spell out all abbreviations and acronyms the first time they are used in your documents; if abbreviation is not used later in the document, do not introduce or create an acronym.*
- **Addresses** – Always spell out Drive, Road, Avenue, Boulevard and Street and capitalize when part of a formal street name. Abbreviations are acceptable in charts, tables and graphs.
- **Capitalization** are not used on the following words **unless** used at the beginning of a sentence: internet, intranet, web or website.
- **Commas** – **VA no longer uses the oxford comma**; when using commas to separate elements of a series, do not put a comma before the conjunction.
- **Email** – The word email is written as one word, no hyphen (e-mail is incorrect).
- **Email references** – Do not say “by email at”. List the email address (for example, at Jane.Doe@va.gov).
- **Fiscal year** - should be written as fiscal year (each word begins with a lowercase letter even when followed by full year) (for example, fiscal year 2020). Note FY is still the acronym for fiscal year.
- **Font size** – ALL VA DOCUMENTS should be written in 12 point, font Arial and 0-point kerning (the spacing between characters in a proportional font); **except** for the Federal Register notices. The Federal Register notices are 12 point, font Times Roman.
- **Headings and subheadings** should have consistent formatting. Each page of multiple page documents (reports, testimony, questions for the record, information and fact sheets) should have a heading.
- **Hyperlinks** – Hyperlinked email addresses and websites are **acceptable** (for example, at Jane.Doe@va.gov or www.va.gov/advisory).
- **Letters** – Include only one space between the state abbreviation and zip code, and instead of saying “cosigners,” we say, “other signatories” (to prevent using co-signed and cosigners in the same letter, which is not always used consistently).
- **Margins** – VA documents margins are 1 inch on the left, right, top and bottom of each page (all around).
- **Multiple page documents** – Multiple page documents such as reports, questions for the record, testimony, information or fact sheet enclosures (not letters) are numbered as Page 1 of 5; Page 2 of 10; and so on.
- **Outline levels** should be consistent throughout the document.
- **Paragraphs** indented (5 spaces or 1 tab); single spaced; single space between each.
- **Percent** – The percent symbol (%) will be used instead of spelling out the word “percent.”
- **Phone numbers** – phone numbers should will be written as 202-461-0000 (**no parentheses should be used in phone numbers**).

- **Salutation** – Dear Representative Smith (***not Congressman Smith***)
- **Spacing after Punctuation** – Use one space after sentences and major punctuation (e.g., periods, colons, and so on).
- **Suffixes** – Name suffixes such as Jr. or Sr. and III are ***not preceded*** by a comma.
- **Usage** – Before the first usage of any acronym or initialism spell it out, followed by the acronym or initialism in parentheses in all documents. All subsequent text references should just refer to the acronym/abbreviation.
 - **Do not use an acronym/initialism** if it is not used again in the document.
 - If an acronym is spelled out in a document title, or on the title page of a report, it does not have to be reintroduced again in the document.
 - **Do not introduce acronyms** in the table of contents of a report.

g. Addressing Congressional Correspondence. Use Correct Addresses and Salutations:

- The Honorable _____
U.S. House of Representatives
Washington, DC 20515
 - Dear Representative _____:
 - Dear Mr. Chairman _____:
 - Dear Madam Chair _____:
- The Honorable _____
United States Senate
Washington, DC 20510
 - Dear Senator _____:
 - Dear Mr. Chairman _____:
 - Dear Madam Chair _____:

3. ADVISORY COMMITTEE PACKAGES

ACMO receives, reviews, concurs and tracks all FAC packages completed by the program offices for SECVA or DEPSECVA through the VA Correspondence Tracking System. For each committee package, the original and final documents are routed to ACMO for final review and ensure accuracy of package assembly.

- Prior to electronically assigning the package to ACMO (00AC), the program offices must ensure all changes, edits or corrections have been made and all required offices have concurred such as Veterans Health Administration (VHA) (10), Veterans Benefits Administration (VBA) (20) or National Cemetery Administration (NCA) (40), etc.
- For each Committee package, the original and final documents are routed to ACMO for final review and ensure accuracy of the package nomenclature (or naming convention as prescribed by EXECSEC). ACMO will review the package

to determine whether all *required* concurrences are received, edits are completed and all essential Committee documents are uploaded to the VA Correspondence Tracking System.

- c. After ACMOs review, if all requirements have been met, ACMO will make an electronic assignment to the Office of General Counsel (OGC) (02), the Office of Congressional and Legislative Affairs (OCLA) (009), the Office of Public and Intergovernmental Affairs (OPIA) (002) and the Secretary's designated Senior Advisors for review and to obtain their formal concurrence, as appropriate.
- d. Once they concur, ***ACMO will concur on the respective Committee package and make an electronic assignment in the VA Correspondence Tracking System to the Office of the Executive Secretariat (001B) (EXECSEC).*** ACMO will email the final electronic copy package to EXECSEC (at ExecSecIntake@va.gov) for final review and signature. EXECSEC is responsible for the getting the final package to SECVA for his approval and signature.

4. CONCURRENCES

A concurrence is an office's acceptance of a product, as written. It is ***not*** a review or editing process. A Concurrence and Summary Sheet, (VA Form 4265) is used and required by the administration or program office to obtain concurrences on correspondence prepared for the signature of SECVA or DEPSECVA.

CORRESPONDENCE CONTROL AND TRACKING

Committee Charter (Establish, Renew, Reestablish or Terminate) Process and Sample Documents

All proposed charters for the establishment, renewal or amendment should be submitted in draft form through the VA Correspondence Tracking System for consultation and review by ACMO prior to submitting a final charter package for formal concurrence or approval. Charter content requirements will vary for discretionary, statutory and Presidential Committees. For more information about these Committee types, please review the section on Charter Committee Package in the ACMO Guide (revised September 2023). The charter renewal process must start **at least 90-120 days** in advance of the charter's termination date to give ample time for program and staff offices to review and concur.

Note: For discretionary FAC, if the charter is not renewed *timely* by its 2-year date, GSA requires the charter to be reestablished, *potentially* causing a longer wait time for the Committee to resume activities and meetings. If reestablishment does occur, the supporting documents and letters should include the "reestablished" language. See Federal Register Notices below for making public announcement of the establishment of a discretionary Committee. Also, during the chartering process, FACs are required to provide a description of their plan to attain a fairly balanced membership; and update its plan, as applicable.

Note: To submit a charter package, see the Concurrences section (page 9) of this document. Samples are shown in Appendix D – Sample Charter Documents

The action office (administration or program office) finalizes the charter package after all changes, edits or corrections have been made and concurrences received from the program office and/or other offices which are required to provide comment or concurrence. ACMO tracks the concurrence process in the VA Correspondence Tracking System and does not take any final action on the final package until the appropriate offices' authorized signers concur or non-concur.

The action office makes an electronic assignment to ACMO in the VA Correspondence Tracking System. Upon receipt of the electronic assignment package, ACMO conducts its initial review of the content, ensures all concurrences are received, and determines if all required documents are included in the package. ACMO edits or provides feedback to the program office, if necessary. If no changes are required, ACMO initiates a consultation with GSA to ensure the charter meets all legal and regulatory requirements. Subsequently, **ACMO makes an electronic assignment to OCLA, OGC, OPIA and SECVA Senior Advisor for review and formal concurrence.**

After OCLA, OGC, OPIA and SECVA Senior Advisor provides their formal concurrences, ACMO uploads their formal concurrence and makes an assignment to EXECSEC.

When submitting the electronic package, all documents should be tabbed and labeled using EXECSEC's *new nomenclature "naming convention"* as shown in the chart below (in ascending priority order – top page to bottom page):

A. Charter Establishment, Renewal or Amendment Chart:

Item Name	Nomenclature
VA Form 0907 – Strategic Communication Review/Summary and Approval Sheet	0907 XXXXXXXX SECVA (Enter Committee Name) Charter Renewal Jul 20XX
VA Form 4265 – Concurrence and Summary Sheet – Concurrence(s) (i.e., 10, 20, 40, 002, SECVA Senior Advisor, 00AC)	4265 XXXXXXXX SECVA (Enter Committee Name) Charter Renewal Jul 20XX
Filing Letters to House and Senate of Veterans' Affairs Committees (include Secretary's signature block) but these are not required to be on letterhead	TAB 1A XXXXXXXX SECVA MOCs (Enter Committee Name) Charter Renewal Jul 20XX
Filing ACMO Letter to Library of Congress (include CMO's signature block) to be provided to ACMO on VA letterhead	TAB 1B XXXXXXXX ACMO LOC (Enter Committee Name) Charter Renewal Jul 20XX
Draft / Proposed Committee Charter	TAB 1C XXXXXXXX Encl (TABs 1A 1B) (Enter Committee Name) Charter Renewal Jul 20XX
Signed Memorandum to SECVA (from the program office head principal)	TAB 2 XXXXXXXX Incoming (add USH, USB, USMA or Executive Director) (Enter Committee Name) Charter Renewal Jul 20XX
If statutory, a copy of the Committee's statute	TAB 3A XXXXXXXX Authority 38 USC XXX
A copy of the current Charter (set to expire)	TAB 3B XXXXXXXX Previous (Enter Committee Name) Charter (VIEWS XXXXXXXX)
Current or revised copy of the Membership Balance Plan	TAB 3C XXXXXXXX Membership Balance Plan (Enter Committee Name) Jul 20XX
A copy of the Committee's most recent Annual Operating Plan	TAB 3D XXXXXXXX Background (Enter Committee Name) Operations Plan 20XX
A copy of the Committee's most recent Annual Assessment of Activities	TAB 3E XXXXXXXX Background (Enter Committee Name) Assessment 20XX

ACMO's concurrence	TAB 4A XXXXXXXX Concurrence ACMO
NCA's concurrence, if applicable	TAB 4B XXXXXXXX Concurrence NCA
OCLA's concurrence	TAB 4C XXXXXXXX Concurrence OCLA
OGC's concurrence	TAB 4D XXXXXXXX Concurrence OGC
OPIA's concurrence	TAB 4E XXXXXXXX Concurrence OPIA
OSVA's concurrence	TAB 4F XXXXXXXX Concurrence OSVA (Senior Advisor)
VBA's concurrence, if applicable	TAB 4G XXXXXXXX Concurrence VBA
VHA's concurrence, if applicable	TAB 4H XXXXXXXX Concurrence VHA

***Reminder: Please use the most currently dated VA Form 0907 or VA Form 4265.
To ensure you do, please visit the VA Forms at <https://vaww.va.gov/vaforms/>.***

SAMPLE CHARTER DOCUMENT

Charter Establishment **(Annual Operations Plan)**

DEPARTMENT OF VETERANS AFFAIRS

VETERANS' FAMILY, CAREGIVER AND SURVIVOR ADVISORY COMMITTEE ANNUAL OPERATIONS PLAN

JANUARY – DECEMBER 20XX

The Department of Veterans Affairs (VA) Veterans' Family, Caregiver and Survivor Advisory Committee (Committee) was established under the authority of the Department of Veterans Affairs. The Committee provides advice to the Secretary of Veterans Affairs (SECVA), through the Caregiver Support Program, Veterans Health Administration (VHA). The advice will be related to the administration of benefits by VA for services to Veterans' families, caregivers and survivors. In carrying out its primary responsibility of providing advise to SECVA, the Committee will submit a report to SECVA not later than July 1 of each even-numbered year, which includes: (1) an assessment of the needs, supports and service for Veterans' families, caregivers and survivors across all generations and service eras; (2) a review of the programs and activities of the Department designed to meet such needs; (3) find and provide opportunities to further integrate Veterans' families, caregivers and survivors into VA's systems of care, including recommendations on how VA can improve and/or expand delivery of VHA, Veterans Benefits Administration and National Cemetery Administration services and benefits; and (4) such recommendations (including recommendations for administrative and legislative action) as the Committee considers appropriate.

The Committee will be comprised of not more than 20 committee members, who will be appointed by SECVA. Members will be comprised of a cross-section of stakeholders that support Veterans' families, caregivers and survivors. The estimated annual costs associated with supporting the Committee are at \$535,000 to include costs for travel and meetings and 2.5 full-time equivalent staff

Expected 2021 Committee Activities:

- Advice on how VA can assist and represent Veterans' families, caregivers and survivors, including recommendations regarding expanding services and benefits to Veterans' families, caregivers and survivors who are not currently served by VA, and related policy, administrative, legislative and/or regulatory actions;
- Advice on incorporating lessons learned from current, and previous, successful family research and outreach efforts that measure the impact of provided care and benefits services on Veterans' families, caregivers and/or survivors;

- Advice on collaborating with family support programs within VA and engaging with other VA and non-VA Advisory Committees focused on specific demographics of Veterans and their families, caregivers and survivors;
- Advice on working with interagency, intergovernmental, private/non-profit, community and faith-based organizations to identify and address gaps in services;
- Advice on utilizing journey mapping or other means to depict the experience life cycle of families, caregivers and survivors of Veterans to create a more holistic understanding of important life cycle events and their impacts, and to ensure accountability;
- Advice on Veterans' family, caregiver and survivor experiences, and VA policies, regulations, and administrative requirements related to the transition of Servicemembers from the Department of Defense to enrollment in VA that impact Veterans' families, caregivers and survivors;
- Advice on integrating Veterans' families, caregivers and survivors into key VA initiatives such as access to care, suicide prevention and homelessness; and
- Provide such reports as the Committee deems necessary, but not less than one report per year to the Secretary, through the Chief Veterans Experience Officer, Veterans Experience Office to describe the Committee's activities, deliberations, and findings, which may include but are not limited to: 1) identification of current challenges and recommendations for remediation related to access to care and benefits services of Veterans' families, caregivers and survivors; and 2) identification of current best practices in care and benefits delivery to Veterans' families, caregivers and survivors, and the impact of such best practices.

Elements of the Plan:

- The Committee will have at least one meeting in 20XX.
- The Committee may authorize subcommittees to perform specific projects or assignments as necessary and consistent with its mission.

Submitted:

Johnny Doe Wells
Executive Director, Medical Benefits

Date

James Rogerson Doe
Chair, Veterans' Family, Caregiver and
Survivor Advisory Committee

Date

Jane Kennedy Doe
Designated Federal Officer

Date

SAMPLE CHARTER DOCUMENT

(*Charter Establishment* - Letters to House and Senate)

The Honorable Jerry Moran
Ranking Member
Committee on Veterans' Affairs
United States Senate
Washington, DC 20510

Dear Senator Moran:

I am pleased to announce the establishment of the Department of Veterans Affairs (VA) Veterans' Family, Caregiver and Survivor Advisory Committee (Committee), which will provide advice to the Secretary of Veterans Affairs, through the Caregiver Support Program, Veterans Health Administration, related to:

- Veterans' families, caregivers and survivors across all generations, relationships, and Veteran status;
- The use of VA care and benefits services by Veterans' families, caregivers, and survivors;
- Veterans' family, caregiver and survivor experiences and VA policies, regulations, and administrative requirements related to the transition of Servicemembers from the Department of Defense to enrollment in VA that impact Veterans' families, caregivers and survivors; and
- Factors that influence access to, quality of, and accountability for services and benefits for Veterans' families, caregivers and survivors.

For your information and compliance with the Federal Advisory Committee Act, 5 U.S.C. Ch. 10, I have enclosed a copy of the charter for the Committee. The charter provides additional information on the duties and responsibilities of Committee members.

Similar letters have been sent to the leaders of the House and Senate Committees on Veterans' Affairs.

Sincerely,

[Enter Name for Current Secretary]

Enclosure

SAMPLE CHARTER DOCUMENT

(*Charter Renewal* - Letters to House and Senate)

The Honorable Mike Bost
Ranking Member
Committee on Veterans' Affairs
U.S. House of Representatives
Washington, DC 20515

Dear Representative Bost:

Enclosed is a copy of the renewed Charter for the Veterans' Family, Caregiver and Survivor Advisory Committee in accordance with the Federal Advisory Committee Act, 5 U.S.C. Ch. 10.

A similar letter has been sent to other leaders of the House and Senate Committees on Veterans' Affairs.

Sincerely,

[Enter Name for Current Secretary]

Enclosure

SAMPLE CHARTER DOCUMENT

(*Charter Establishment* - ACMO Letter to Library of Congress)

October 31, 20XX

Mr. Miroslav Lazarevich
Federal Advisory Committee Desk
U.S. Serials and Government Documents Section
U.S./Anglo Division Library of Congress
101 Independence Avenue S.W., Stop 4276
Washington, DC 20540-4276

Dear Mr. Lazarevich:

Enclosed are eight copies of the new Charter for the Department of Veterans Affairs, Veterans' Family, Caregiver and Survivor Advisory Committee, which is forwarded in accordance with the Federal Advisory Committee Act, 5 U.S.C. Ch. 10.

Sincerely,

Jeffrey A. Moragne
Advisory Committee Management Officer

Enclosures

SAMPLE CHARTER DOCUMENT

(*Charter Renewal* - ACMO Letter to Library of Congress)

October 31, 20XX

Mr. Miroslav Lazarevich
Federal Advisory Committee Desk
U.S. Serials and Government Documents Section
U.S./Anglo Division Library of Congress
101 Independence Avenue S.W., Stop 4276
Washington, DC 20540-4276

Dear Mr. Lazarevich:

Enclosed are eight copies of the renewed charter for the Department of Veterans Affairs (VA), Veterans' Family, Caregiver and Survivor Advisory Committee, which is forwarded in accordance with the Federal Advisory Committee Act, 5 U.S.C. Ch.10.

Sincerely,

Jeffrey A. Moragne
Advisory Committee Management Officer

Enclosures

CONCURRENCE AND SUMMARY SHEET						
SUBJECT Establishment Charter for the Advisory Committee on Veterans' Family and Dependents						NAME OF ADDRESSEE (<i>For Correspondence Only</i>)
TO BE COMPLETED BY EXECUTIVE SECRETARIAT (001B)						
REMARKS 					CONTROL NO. XXXXXXX	NAME OF REVIEWER
CONCURRENCES - TO BE DETERMINED BY THE ORIGINATING OFFICE						
CONCURRENCE REQUIRED	TITLE OR ORGANIZATIONAL ELEMENT	MAIL ROUTING SYMBOL	DATE IN	SIGNATURES		DATE OUT
				CONCURRENCE	NONCONCURRENCE	
X	VETERANS HEALTH ADMINISTRATION	10				
X	VETERANS BENEFITS ADMINISTRATION	20				
X	VETERANS EXPERIENCE OFFICE	30				
X	NATIONAL CEMETERY ADMINISTRATION	40				
	OFFICE OF INSPECTOR GENERAL	50				
	OFFICE OF ACCOUNTABILITY & WHISTLEBLOWER PROTECTION	70				
X	OFFICE OF PUBLIC AND INTERGOVERNMENTAL AFFAIRS	002				
X	OFFICE OF ACQUISITION, LOGISTICS & CONSTRUCTION	003				
	OFFICE OF MANAGEMENT	004				
	OFFICE OF INFORMATION AND TECHNOLOGY	005				
	OFFICE OF HUMAN RESOURCES AND ADMINISTRATION/OPERATIONS SECURITY AND PREPAREDNESS	006/007				
X	OFFICE OF ENTERPRISE INTEGRATION	008				
X	OFFICE OF CONGRESSIONAL AND LEGISLATIVE AFFAIRS	009				
	BOARD OF VETERANS' APPEALS	01				
X	OFFICE OF THE GENERAL COUNSEL	02				
	VETERANS SERVICE ORGANIZATION LIAISON	00C				
	OFFICE OF SMALL & DISADVANTAGED BUSINESS UTILIZATION	00SB				
	WHITE HOUSE LIAISON	WHL				
X	Advisory Committee Management Office	00AC				
NAME OF AUTHORIZED SIGNER Wharton Winthrop Young			SIGNATURE OF INITIATING KEY OFFICIAL OR AUTHORIZED SIGNER 			DATE 03/31/XXXX

SAMPLE CHARTER DOCUMENT *Charter Establishment*
(VA Form 4265, Concurrence and Summary Sheet, page 2)

CONCURRENCE AND SUMMARY SHEET (Continued)			
PURPOSE - DISCUSSION - IMPLICATIONS			
<p>PURPOSE: To establish the Advisory Committee on Veterans' Family and Dependents under authority of the U.S. Department of Veterans Affairs (VA). The Committee is established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Ch. 10.</p> <p>DISCUSSION: The Committee provides advice to the Secretary, through the Caregiver Support Program, Veterans Health Administration, advice related to Veterans' families and dependents through relationships and Veterans status.</p> <p>The activities of the Committee included, but not limited to:</p> <ul style="list-style-type: none"> --Advice on how VA can assist and represent Veterans' families and dependents, including recommendations regarding expanding services and benefits to Veterans' family members and dependents who are not currently served by VA, and related policy, administrative, legislative and/or regulatory actions; and --Advice on collaborating with family support programs within VA and engaging with other VA and non-VA advisory committees focused on specific demographics of Veterans and their families and dependents, etc. <p>IMPLICATIONS: The Secretary will sign the charter establishment; and the charter will get filed with the House and Senate on Veterans' Affairs and the Library of Congress..</p>			
NAME OF CONTACT		SIGNATURE OF INITIATING ASSISTANT SECRETARY, ADMINISTRATION HEAD OR KEY STAFF OFFICE OFFICIAL	
Donald A. Duckworth			
SYMBOL	EXTENSION	TITLE	DATE
12X1	202-461-XXXX	Medical Health Director	03/31/XXXX

VA FORM 4265, OCT 2020

SUPERSEDES VA FORM 4265, FEB 2019,
WHICH MAY BE USED.

PAGE 2

[illegible]

SAMPLE CHARTER DOCUMENT *Charter Renewal*
(VA Form 4265, Concurrence and Summary Sheet, page 2)

CONCURRENCE AND SUMMARY SHEET (Continued)			
PURPOSE - DISCUSSION - IMPLICATIONS			
<p>PURPOSE: The Advisory Committee on Sample Benefits for Veterans (Committee) was established on October 15, 20XX. The current charter is set to expire on October 15, 20XX.</p> <p>DISCUSSION: The Committee advises the Secretary on matters affecting the Veterans initiatives and benefits transformation, related to rebuilding trust with Veterans and stakeholders, improving service delivery with a focus on Veterans benefits outcomes, and setting the course for longer-term excellence and reform.</p> <p>The Federal Advisory Committee Act requires that charters be renewed every two years and copies filed with the standing committees of the House and Senate having the relevant legislative jurisdiction of that Department. Changes in the renewed charter are primarily administrative.</p> <p>IMPLICATIONS: The Secretary will sign the proposed charter, and the charter will get filed with the House and Senate on Veterans' Affairs and the Library of Congress..</p>			
NAME OF CONTACT		SIGNATURE OF INITIATING ASSISTANT SECRETARY, ADMINISTRATION HEAD OR KEY STAFF OFFICE OFFICIAL	
Theresa Alright Smith			
SYMBOL	EXTENSION	TITLE	DATE
VBA-22	202-461-XXXX	Medical Health Director	09/30/XXXX

VA FORM 4265, OCT 2020

SUPERSEDES VA FORM 4265, FEB 2019,
WHICH MAY BE USED

PAGE 2

[illegible]

SAMPLE CHARTER DOCUMENT *Charter Amendment*
(VA Form 4265, Concurrence and Summary Sheet, page 2)


CONCURRENCE AND SUMMARY SHEET (Continued)			
PURPOSE - DISCUSSION - IMPLICATIONS			
<p>PURPOSE: To amend the current Advisory Committee on Medical Benefits (Committee) to increase membership from "no more than" 12 members to "up to 20" members.</p> <p>DISCUSSION: The Committee is a Federally-chartered advisory committee, established pursuant to title 38 U.S.C. section 1111. It primarily provides advice and consultation to the Secretary and Under Secretary for Health on various matters relating to care and treatment and other matters pertinent to the Veterans Health Administration.</p> <p>By statute, the Committee membership shall include disabled Veterans, members of the medical, dental, podiatry, optometric and allied health professions and other individuals considered by the Under Secretary for Health to have experience pertinent to the mission of the Veterans Health Administration.</p> <p>IMPLICATIONS: The approved the increase in membership of the Advisory Committee on Medical Benefits will expand the scope of Subject Matter Experts and provide a fairly balanced membership.</p>			
NAME OF CONTACT		SIGNATURE OF INITIATING ASSISTANT SECRETARY, ADMINISTRATION HEAD OR KEY STAFF OFFICE OFFICIAL	
Brenda Walensky Jamison			
SYMBOL	EXTENSION	TITLE	DATE
12P	202-461-XXXX	Medical Health Director	06/30/XXXX

VA FORM 4265, OCT 2020

SUPERSEDES VA FORM 4265, FEB 2019,
WHICH MAY BE USED.

PAGE 2

SAMPLE CHARTER DOCUMENT *Charter Establishment*
(VA Form 0907, Strategic Communication Review/Summary and Approval Sheet)

 U.S. Department of Veterans Affairs		SUMMARY AND APPROVAL SHEET			
NAME OF ORIGINATOR David Clay Ward - (202) 461-7445		VIEWS NO. 4578511	DATE 01/31/2021	DATE DUE 04/30/2021	
NAME OF EXECUTIVE SECRETARY STAFF		SUBJECT Charter Establishment for the Advisory Committee on Tribal and Indian Affairs			
ROUTING	INITIALS	DATE	COMMENTS		
<input checked="" type="checkbox"/> EXEC SEC					
<input checked="" type="checkbox"/> DEPCOSVA					
<input checked="" type="checkbox"/> DEPOOSVA					
<input checked="" type="checkbox"/> COSVA					
<input checked="" type="checkbox"/> DEPSECVA					
<input checked="" type="checkbox"/> SECVA					
CONCURRENCE Law (VHA) 3/18/21; Howard (NCA) 3/22/21; Murphy (VBA) 3/23/21; Mandzia (OCLA) 4/5/21; Hogan (OGC) 4/12/21; Moragne (ACMO) 4/15/21; St. Holder (OALC) 4/15/21					
EXECUTIVE SUMMARY			Executive Summary Instruction		
Purpose - Discussion - Recommendation Purpose: To obtain SECVA approval and signature. Discussion: The Advisory Committee on Tribal and Indian Affairs (Committee) is a statutory committee established as required by the Johnny Isakson and David P. Roe, M.D. VHA and Benefits Improvement Act of 2020 (P.L. 116-315) and 38 U.S.C. §547. The Committee will operate in accordance with the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. Ch. 10. The Committee will provide advice and guidance to the Secretary of Veterans Affairs on all matters relating to Indian tribes, tribal organizations, Native Hawaiian organizations and Native American Veterans. Per the Federal Advisory Committee Act, the Committee member nominations will occur after the Charter is signed by the Secretary, filed with the Library of Congress and Congress is notified. <i>Note: This Committee will fall under the purview of the Office of Public and Intergovernmental Affairs.</i> Recommendation: SECVA signs the establishment charter and transmittal letters to Congressional members.					
SPECIAL DISPATCH INSTRUCTIONS EXECSEC notifies the POC; OCLA dispatches a copy of signed charter w/letters to Congressional members; and ACMO dispatches a copy of signed charter w/letter to Library of Congress.					

VA FORM 0907
JUN 2022

SAMPLE CHARTER DOCUMENT *Charter Renewal*
(VA Form 0907, Strategic Communication Review/Summary and Approval Sheet)

U.S. Department of Veterans Affairs		SUMMARY AND APPROVAL SHEET			
NAME OF ORIGINATOR Betty Moseley Brown		VIEWS NO. 9609406	DATE 03/01/2023	DATE DUE	
NAME OF EXECUTIVE SECRETARY STAFF		SUBJECT Veterans' Family, Caregivers and Survivors (VFCS) Advisory Committee Charter Renewal and Amendment Package 2023			
ROUTING	INITIALS	DATE	COMMENTS		
<input checked="" type="checkbox"/> EXEC SEC					
<input checked="" type="checkbox"/> DEPCOSVA					
<input checked="" type="checkbox"/> DEPCOSVA					
<input checked="" type="checkbox"/> COSVA					
<input checked="" type="checkbox"/> DEPSECVA					
<input checked="" type="checkbox"/> SECVA					
CONCURRENCE Thomas (VEO) 3/3/23; Toles (VHA) 3/31/23; Tallman (OPIA) 4/12/23; Johnson (OCLA) 4/17/23; Kabat (OSVA) 4/18/23; Hogan (OGC) 4/25/23; Moragne (ACMO) 4/27/23					
EXECUTIVE SUMMARY			Executive Summary Instruction		
Purpose - Discussion - Recommendation					
PURPOSE: Obtain SECVA approval and signature.					
DISCUSSION: The Veterans' Family, Caregiver and Survivor Advisory Committee was established at the discretion of SECVA; and operates under the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. § Ch. 10. The Committee is charged with providing advice to SECVA with respect to the administration of benefits by the Department of Veterans Affairs (VA) for services to Veterans' Families, Caregivers and Survivors. The Committee has held twelve (12) meetings since its inception (October 2017, March 2018, October 2018, March 2019, September 2019, March 2020, September 2020, March 2021, September 2021, March 2022, October 2022 and January 2023). The Committee cannot meet without an active charter. The Federal Advisory Committee Act requires the Committee renew the charter every 2 years. The Charter is set to expire on June 4, 2023. There are some changes to the charter. <i>The Committee falls under the purview of the Veterans Health Administration.</i>					
RECOMMENDATION: SECVA signs the renewed charter and transmittal letters to Congressional members.					
SPECIAL DISPATCH INSTRUCTIONS EXECSEC notifies the POC; OCLA dispatches a copy of signed charter w/letters to Congressional members; and ACMO dispatches a copy of signed charter w/letter to Library of Congress.					

VA FORM 0907
JUN 2022

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

(1) FEDERAL ADVISORY COMMITTEE NAME <i>State the legal name of the FAC</i>
Advisory Committee on Tribal and Indian Affairs
(2) AUTHORITY <i>Identify the authority for establishing the FAC</i>
Veterans Health Care and Benefits Improvement Act of 2020 (P.L. 116-315) and 38 U.S.C. §547.
(3) MISSION/FUNCTION <i>Describe the mission/function of the FAC</i>
The Committee provides advice and guidance to the Secretary of Veterans Affairs on all matters relating to Indian tribes, tribal organizations, Native Hawaiian organizations and Native American Veterans.
(4) POINTS OF VIEW <i>Based on understanding the purpose of the FAC, (a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered; (b) consider identifying an anticipated relative distribution of candidates across the categories; and (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
The Committee shall be comprised of 15 voting members selected by the Secretary from among individuals nominated and shall be designated as Special Government Employees. Dear Tribal Leader Letters will be sent out to all 574 Federally recognized tribes to solicit committee members from each of the Indian Health Services Areas. Not fewer than half of the members are Veterans, unless the Secretary determines that an insufficient number of qualified Veterans were nominated. No member of the Committee may be an employee of the Federal Government.
(5) OTHER BALANCE FACTORS <i>List any other factors your agency identifies as important in achieving a balanced FAC</i>
At least one member of the Committee represents the Native Hawaiian Veteran community nominated by a Native Hawaiian Organization and at least one member of the Committee represents urban Indian organizations nominated by a national urban Indian organization. A member may be reappointed for one additional term at the Secretary's discretion.
(6) CANDIDATE IDENTIFICATION PROCESS

SAMPLE CHARTER DOCUMENT

Membership Balance Plan (Page 2)

<p><i>Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:</i></p> <p><i>(a) describe the process</i></p> <p><i>(b) identify the agency key staff involved (by position, not name)</i></p> <p><i>(c) briefly describe how FAC vacancies, if any, will be handled by the agency; and</i></p> <p><i>(d) state the membership term limit of FAC members, if applicable</i></p>
<p>A member solicitation in the Federal Register will be announced to the public as well as Dear Tribal Leader Letters sent to the 574 Federally recognized tribes.</p>
<p>The DFO, a full-time VA employee, will approve the schedule of Committee meetings. The DFO or Alternate DFO will be present at all meetings, and each meeting will be conducted in accordance with an agenda approved by the DFO. The DFO is authorized to adjourn any meeting when they determine it is in the public interest to do so.</p>
<p>A member of the Committee shall be appointed for a term of two years. If a vacancy occurs, it shall be filled in the same manner as the original appointment within 180 days.</p>
<p>The Committee is exempt from Section 14 of the Federal Advisory Committee Act (5 U.S.C. App.) and will not automatically terminate after a period of two years.</p>
<p>(7) SUBCOMMITTEE BALANCE</p> <p><i>Subcommittees subject to FACA* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different</i></p> <p><i>*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.</i></p>
<p>The Committee is authorized to establish subcommittees to perform specific projects or assignments consistent with this Charter.</p>
<p>(8) OTHER</p> <p><i>Provide any additional information that supports the balance of the FAC</i></p>
<p>N/A</p>
<p>(9) DATE PREPARED/UPDATED</p> <p><i>Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated</i></p>
<p>February 22, 2021</p>

Subcommittee Establishment Process and Sample Documents

With the DFO's approval, the Committee is authorized to establish subcommittees to perform specific projects or assignments as necessary and consistent with its mission. The Committee Chairperson shall notify the Secretary, through the DFO, of the establishment of any subcommittee including its function, membership and estimated duration. The objectives of the subcommittees are to make recommendations to the chartered Committee with respect to matters related to the responsibilities of the chartered Committee. Such subcommittees may have workgroups but may not work independently of the chartered Committee. Subcommittee have no authority to make decisions on behalf of the parent Committee nor can they report directly to VA. A DFO, or alternate DFO, must be present for all subcommittee activities and take notes. A responsible Federal Government employee must be present for all workgroup activities and take notes.

The subcommittee establishment package serves as information to SECVA that the Committee is executing this option. The action office finalizes the subcommittee establishment package after all changes, edits, or corrections have been made by the program office and/or any other office that is required to provide comment or concurrence (i.e., VHA Executive Correspondence (10BEX), VBA Executive Correspondence (20) and NCA Executive Correspondence (40), SECVA Senior Advisor, etc.). **The action office must obtain all required or applicable concurrences prior to forwarding the charter package to ACMO.** ACMO tracks the concurrence process in the VA Correspondence Tracking System. ACMO does not take any final action on the final package until the appropriate offices' authorized signers concur or non-concur.

The action office makes an electronic assignment to ACMO in the VA Correspondence Tracking System. ACMO makes the appropriate assignment to OGC for review and authorized concurrence. After OGC concurs and provide feedback, if any, ACMO conducts final review and add its concurrence to the electronic package. ACMO submits the final subcommittee establishment package to EXECSEC's mailbox at ExecSecIntake@va.gov. EXECSEC staff conducts a final review and makes any edits to content or document format, if required. Additionally, EXECSEC obtains SECVA's approval or initials on VA Form 0907. After SECVA initials the VA Form 0907, EXECSEC notifies the POC from the action office.

When submitting the electronic package, all documents should be tabbed and labeled using EXECSEC's *new nomenclature "naming convention"* as shown in the chart below (in ascending priority order – top page to bottom page):

Subcommittee Establishment Chart:

Item Name	Nomenclature
VA Form 0907 – Strategic Communication Review/Summary and Approval Sheet	0907 XXXXXXXX SECVA (Enter Committee Name) Establish Subcommittee Jul 20XX
VA Form 4265 – Concurrence and Summary Sheet – Concurrence(s) (i.e., 10, 20, 40, 002, SECVA Senior Advisor, 00AC)	4265 XXXXXXXX SECVA (Enter Committee Name) Establish Subcommittee Charter Renewal Jul 20XX
Signed DFO Notification Memorandum to SECVA	TAB 1 XXXXXXXX SECVA Notification DFO (Enter Committee Name) Jul 20XX
A copy of Committee Charter	TAB 2 XXXXXXXX Requirement Charter Para 13
If statutory, a copy of the Committee's statute	TAB 3A XXXXXXXX Authority 38 USC XXX
Subcommittee Membership Balance Plan (<i>different from</i> the Parent Committee's Membership Balance Plan) <i>**Cannot mirror or duplicate language**</i>	TAB 3B XXXXXXXX Membership Balance Plan (Enter Committee Name) Jul 20XX
A copy of the Committee's most recent Annual Operating Plan	TAB 3C XXXXXXXX Background (Enter Committee Name) Operations Plan 20XX
A copy of the Committee's most recent Annual Assessment of Activities	TAB 3D XXXXXXXX Background (Enter Committee Name) Assessment 20XX
ACMO's concurrence	TAB 4A XXXXXXXX Concurrence ACMO
NCA's concurrence, if applicable	TAB 4B XXXXXXXX Concurrence NCA
OGC's concurrence	TAB 4C XXXXXXXX Concurrence OGC
OSVA's concurrence	TAB 4D XXXXXXXX Concurrence OSVA (Senior Advisor)
VBA's concurrence, if applicable	TAB 4E XXXXXXXX Concurrence VBA
VHA's concurrence, if applicable	TAB 4F XXXXXXXX Concurrence VHA

TEMPLATE - SUBCOMMITTEE ESTABLISHMENT SECRETARY MEMO

Department of
Veterans Affairs

Memorandum

Date: Month D, YYYY

From: [Enter name of the Advisory Committee] Designated Federal Officer [Enter DFO's mail code]

Subj: Establishment of [Enter name of the Subcommittee] Subcommittee under the [Enter name of the Advisory Committee] [(Enter VIEWS #number)]

To: Secretary (00)

1. This memo provides notice that the [Enter name of the Advisory Committee] is establishing the [Enter name of the Subcommittee]. The committee is a VA Federal Advisory Committee established pursuant to [Enter authority from committee's charter]. Paragraph 13 of the committee's charter authorizes the committee to establish subcommittees to perform specific projects or assignments as necessary and consistent with the committee's mission, with the approval of the Designated Federal Officer and notice to the Secretary.
2. In support of the Committee's mission, the subcommittee shall assemble and review information related to the needs of [Enter committee's objective and scope of activity from committee's charter]. [Enter additional information about the subcommittee's responsibilities].
3. The committee shall oversee and guide the subcommittee's activities. The subcommittee shall report only to the committee and shall not report to VA or any other entity. Not less than once a year, the subcommittee shall submit a report (if applicable) to the committee detailing its activities, findings and recommendations, and may submit such other reports and recommendations to the committee as the subcommittee considers appropriate.
4. The subcommittee will be comprised of a Chairperson and not more than [Enter number] additional members. All members will serve for [Enter term number] term not to exceed 2 years from [Month D, YYYY] to [Month D, YYYY]. Members will meet on a [Enter monthly, quarterly, etc.] basis and the budget will be limited to [Enter \$ amount] per person per meeting. Members will receive travel expenses and a per diem allowance in accordance with the Federal Travel Regulation for any travel made in connection with their duties as members of the subcommittees.
5. Subcommittee membership will be drawn from [Enter membership designation from committee's charter], in accordance with the membership balance plan for the committee.
6. If further information is needed, your staff may contact [Enter DFO's name].

Page 2.

Subj: Establishment of [Enter name of the Subcommittee] Subcommittee under the
[Enter name of the Advisory Committee] [(Enter VIEWS #number)]

Designated Federal Officer, [Enter supporting Program Office name], at [Enter
DFO's telephone number 202-XXX-XXXX] or [Enter DFO's email address
Jane.Doe@va.gov].

Jane Doe
Designated Federal Officer
[Enter name of the Advisory Committee]

Membership Process and Sample Documents

Individuals are nominated, selected and appointed to a VA FAC based upon their qualifications, skills, experience and ability to contribute to the accomplishment of the Committee's objectives. The statute or charter that establishes the Committee often includes specific requirements for Committee membership such as prior military experience or expertise in a particular subject area. FACA requires that Committee membership be "fairly balanced in terms of points of views represented and the functions to be performed." As a result, Committee members generally have personal and professional experiences that match the program responsibilities of their sponsoring agencies and the specific scope of the Committee on which they serve. In balancing Committee membership, VA also ensures representation of diverse and sometimes opposing viewpoints, to provide a foundation for developing advice and recommendations that are fair and comprehensive that represents the demographics of the constituency it was formed to serve.

A nomination package includes a memo to SECVA, a brief biographical description of nominees and members; and a decision page. Reference to a nominee or member must include the member's full name (first, middle and last), credentials (e.g., M.D., Ph.D., etc.), retired military rank (if applicable), term of service, and whether they serve as member or Chair of the Committee. Reference to a nominee and member must be consistent throughout the package.

Note: When capturing the nominee or members' credentials or degrees, ***only periods are to be used for B.A., G.E., M.A., Ed.D., M.D. or Ph.D. degrees.*** All other credentials or degrees do not require a period, such as MPA, NAFAA, FASCE, NCARB.

The nomination package should be prepared and sent to SECVA 90 days in advance of the expiration of membership terms.

A certificate of appointment, along with an appointment letter, is included in when appointing a new Committee member. The DFO sends a request for a certificate of appointment to ACMO including the nominee's full name, credentials, retired military rank, term of service and whether they serve as a member or Chair. ACMO makes the request for the certificate of appointment to the Media Services Division.

A certificate of appreciation is prepared, along with a termination or thank you letter, for Committee members when they complete their service on a VA FAC, resign or leave for other reasons. This certificate is generated by ACMO and included in the membership package requiring SECVA's signature. ***Members who are reappointed, do not receive a certificate since their reappointment is a continuation of their original appointment.***

Additionally, a National Agency Check with Inquiries or background investigation may be required for recommended new Committee members. The administration or program office is responsible for initiating this process.

Note: To submit a membership package, see the Concurrences section (page 9) of this document. Samples are shown in Appendix E – Sample Membership Documents

The action office (administration or program office) finalizes the nomination of the membership package after all changes, edits or corrections have been made by the action office and/or any other office that is required to provide comment or concurrence. The action office must obtain all concurrences prior to forwarding the nomination membership package to ACOMO.

Note: OCLA, OGC or OPIA is not required to review and/or concur on a nomination membership package. However, a SECVA Senior Advisor is required to review and concur.

ACMO tracks the concurrence process in the VA Correspondence Tracking System. ACOMO does not take any final action on the final package until the appropriate offices' authorized signers concur or non-concur, including the SECVA Senior Advisor. Next, the action office makes an electronic assignment to ACOMO in the VA Correspondence Tracking System. Upon receipt of the electronic assignment, ACOMO conducts its final review of the content, ensures all concurrences are received and determines if all required documents are included in the package. ACOMO edits or provides feedback to the program office, if needed. If no changes are required, ACOMO uploads its formal concurrence and makes, an assignment to EXECSEC and provides the final package to EXECSEC via email.

EXECSEC staff conducts a final review and makes any edits to the content or document format, if required, and obtains SECVA's approval. When approved by SECVA, EXECSEC dispatches the signed letters of appointment, reappointment, and/or termination, along with the signed certificates of appointment and appreciation to the Committee member.

When submitting the electronic package, all documents should be tabbed and labeled using EXECSEC's *new nomenclature "naming convention"* as shown in the chart below (in ascending priority order – top page to bottom page):

Membership Nomination, Appointment, Reappointment, or Termination Chart:

Item Name	Nomenclature
VA Form 0907 – Strategic Communication Review/Summary and Approval Sheet	0907 XXXXXXXX SECVA (Enter Committee Name) Membership Jul 20XX
VA Form 4265 – Concurrence and Summary Sheet – Concurrence(s) (i.e., 10, 20, 40, 002, Senior Advisor, 00AC)	4265 XXXXXXXX SECVA (Enter Committee Name) Membership Jul 20XX

Decision Document (include SECVA's signature block)	TAB 1A XXXXXXXX 1 SECVA Decision Document (Enter Committee Name) Membership Jul 20XX
Summary of Membership Biographies	TAB 1A XXXXXXXX 2 Member Bios (Enter Committee Name) Membership Jul 20XX
New Appointment Letter(s) (if applicable)	TAB 1B XXXXXXXX 1 SECVA Appointments (Enter Committee Name) Membership Jul 20XX
Attachment 1 for new appointees: Current Charter (signed)	TAB 1B XXXXXXXX 2 Encl Previous (Enter Committee Name) Signed Charter (VIEWS XXXXXXXX) add the VIEWS # associated with previously signed charter
Attachment 2 for new appointees: Ethics (most recent version)	TAB 1B XXXXXXXX 3 Encl FACA Ethics Rules
Certificate of Appointment (ACMO notifies Media Services to prepare/produce for <i>new members</i> with Secretary signature only)	TAB 1B XXXXXXXX 4 SECVA Certificates Appointment (Enter Committee Name) Membership Jul 20XX
Reappointment Letter(s) (if applicable)	TAB 1C XXXXXXXX SECVA Reappointments (Enter Committee Name) Membership Jul 20XX
Termination or Thank You Letter(s) (if applicable)	TAB 1D XXXXXXXX 1 SECVA Terminations (Enter Committee Name) Membership Jul 20XX
Certificate of Appreciation (ACMO prepares/produce only)	TAB 1D XXXXXXXX 2 SECVA Certificates Appreciation (Enter Committee Name) Membership Jul 20XX
Non-Selection Letter(s) (if applicable)	TAB 1E XXXXXXXX SECVA Non-selections (Enter Committee Name) Membership Jul 20XX
Signed Memorandum to SECVA (from the program office head principal)	TAB 2 XXXXXXXX Incoming (add USH, USB, USMA or Executive Director) (Enter Committee Name) Membership Jul 20XX
If statutory, a copy of the Committee's statute	TAB 3A XXXXXXXX Authority 38 USC XXX

Current or revised copy of the Membership Balance Plan	TAB 3B XXXXXXXX Membership Balance Plan (Enter Committee Name) Jul 20XX
Current or revised Membership Profile Sheet	TAB 3C XXXXXXXX Membership Profile (Enter Committee Name) Jul 20XX
A copy of the Committee's most recent Annual Operating Plan	TAB 3D XXXXXXXX Background (Enter Committee Name) Operations Plan 20XX
A copy of the Committee's most recent Annual Assessment of Activities	TAB 3E XXXXXXXX Background (Enter Committee Name) Assessment 20XX
ACMO's concurrence	TAB 4A XXXXXXXX Concurrence ACMO
NCA's concurrence, if applicable	TAB 4B XXXXXXXX Concurrence NCA
OSVA's concurrence	TAB 4C XXXXXXXX Concurrence OSVA (Senior Advisor)
VBA's concurrence, if applicable	TAB 4D XXXXXXXX Concurrence VBA
VHA's concurrence, if applicable	TAB 4E XXXXXXXX Concurrence VHA

Reminder: Please use the most currently dated VA Form 0907 or VA Form 4265. To ensure you do, please visit the VA Forms at <https://vaww.va.gov/vaforms/>.

Department of
Veterans Affairs

Memorandum

Date:

From: Under Secretary for Benefits (20)

Subj: Recommended Reappointments/Appointments to the Advisory Committee on
Sample Compensation Benefits (VIEWS XXXXXXX)

To: Secretary (00)

The
numbered
paragraphs
should align
under the
actual title
(i.e.,
Secretary,
Under
Secretary for
Benefits, etc.
title, not the
salutation
title such as
Date, From,
Subj, etc.

1. The purpose of this memorandum is to provide recommendations and request approval for four reappointments, six new appointments and seven terminations to the Advisory Committee on Sample Compensation Benefits (Committee). The remaining two members shall continue as members under their current appointments.

2. The Committee is authorized under title 38 U.S.C. § 1111, and is charged with providing advice to the Secretary on the administration of existing VA medical benefit programs, recommending needed changes to payment benefit programs and services, and assisting in long-range planning and development.

3. With respect to membership, § 1111 provides that the Committee shall be composed of persons who are eminent in their respective fields of education, labor, and management and of representatives of institutions and establishments furnishing education to eligible Veterans or persons enrolled under chapter 30, 32, 33 or 35 of this title and chapter 1606 of title 10.

4. I recommend the following members are reappointed for a 2-year term through August 31, 20XX:

- Janice Doe

Jane Doe is the founder of the New Orleans Homeless Mission. She works with government clients at the Federal, state and local levels in Louisiana to ensure homeless Veterans are connected with the local VA Medical Center.

She holds a B.S. and M.S. from Dillard University as a registered nurse.

The numbered paragraphs should align under the actual title (i.e., Secretary, Under Secretary for Benefits, etc. title, not the salutation title such as Date, From, Subj, etc.

When preparing the memo to SECVA, it's important to add in a short summary bio for each member getting appointed or reappointed.

Page 2.

Subj: Recommended Reappointments/Appointments to the Advisory Committee on Sample Compensation Benefits (VIEWS XXXXXXXX)

- Colonel Lynn Doe, M.D., U.S. Air Force (Retired)

Lynn Doe, M.D., is a lifelong public servant and retired as a Colonel from the U.S. Air Force. She devoted over 33 years of service to the Nation and California.

Dr. Doe's decorated Air Force career includes earning a Bronze Start for her actions in combat while deployed to Operation Desert Storm. Serving as the Founding Director of the Defense Centers of Excellence for Psychological Health and Traumatic Brain Injury, Dr. Doe's visionary leadership yielded transformational change for generations to come.

Now, Dr. Doe is focused on her life work with respect to cultivating strong leadership and informed citizenship within communities and tackling the vexing public health challenges facing us.

5. I recommend the following applicants for an initial appointment and term through October 31, 20XX:

- Tanya Down

Tanya Down graduated from Sotheby's Institute of Art in London, England. Ms. Down is the daughter of Christine Winston Down and a direct descendent of Arcadia Bandini de Stearns Baker. Ms. Down has served as President for the 1825 Tulane Fund for more than nine years. The 1825 Tulane Fund mission is to ensure Atlanta Veterans will once again, have a place to call home. 1825 Tulane Fund believes that restoration of the Wadsworth Chapel will act as a sign of hope and much needed change. It is time to renew this home for our country's soldiers and take a major first step toward completing the larger master plan for this land.

- Stephen Marshall, M.D., Ph.D.

Dr. Stephen Marshall is a longtime wellbeing advocate who has worked tirelessly throughout his career on behalf of vulnerable population at local, state and national levels. In his current role as Director of the Boston County Department of Mental Health, he oversees the largest public mental health system in the U.S. with roughly 6,500 staff, over 2,500 contracts with community providers and an annual budget approaching \$4 billion.

Page 3.

Subj: Recommended Reappointments/Appointments to the Advisory Committee on Sample Compensation Benefits (VIEWS XXXXXXXX)

In addition to his body of work in the health and human services sector, Dr. Marshall is an accomplished scientist who has published in the fields of neurobiology and psychiatry. He is known nationally and internationally for his seminal research identifying a core sleep-circuit in mammals (the "sleep switch") that was featured in Science magazine. He also received a prestigious Nantucket Award from the American Psychiatric Association for his conceptual model of the psychotic process.

Dr. Marshall grew up in Princeton, New Jersey, completed his undergraduate study at Brown University, his graduate work at the University of Chicago and Harvard Medical School, and his psychiatry residency at the University of Massachusetts (UM). He is currently a volunteer clinical professor of psychiatry at UM.

6. I recommend that the terms of Michael Doe, Carolyn Doe, Dakduk M. Doe, G. Dorothy Doe, K. Megan Doe, Minnie Mouse-Doe and Clara K. Doe be allowed to expire without reappointment. These individuals have either retired, resigned or moved to new positions. This provides the opportunity to appoint new members.

7. Attached are brief biographical summaries, a decision paper, and letters of reappointment, appointment and termination for your approval and signature. Also included are the appointment and appreciation certificates.

8. If further information is needed, please have a member of your staff contact the Designated Federal Officer, Ms. Gentry Boyd-Doe, Senior Advisor and Director, Medical Service Benefits Program at Gentry.BoydDoe@va.gov or 202-461-0000.

Helen Doe-Shirer

Attachments

SAMPLE MEMBERSHIP DOCUMENT (Decision Document)

**DEPARTMENT OF VETERANS AFFAIRS
ADVISORY COMMITTEE ON SAMPLE COMPENSATION BENEFITS**

Recommend appointment (or reappointment) as Chair for a term through January 31, 20XX):

Jane Doe, Ed.D., President/Director, ABC
Approved / Disapproved

Recommend reappointment for a term through March 31, 20XX

Janice Doe, President of VA Education
Approved / Disapproved

Recommend initial appointment as a member for a term through June 30, 20XX:

Tanya Down, Associate Director, Veterans Programs, American Council on Education
Approved / Disapproved

Dawn Down, Chief Voluntary Education Personnel and Readiness Military and Family Policy: ABC
Approved / Disapproved

Recommend allowing terms to expire:

Michael Doe, Associate Director, Washington Metropolitan Area
Approved / Disapproved

Elizabeth Taylor Doe, Executive Director, Revlon Veterans Corps
Approved / Disapproved

[Enter Name for Current Secretary]
Secretary

Date

SAMPLE MEMBERSHIP DOCUMENT (Biographies of Members)

Biographies for Reappointments and New Appointments on the Advisory Committee on Sample Compensation Benefits

Recommended for reappointment for a term through June 30, 20XX:

Elisandro (Alex) T. Riojas Hispanic

Mr. Elisandro (Alex) T. Riojas has served 13 years in the U.S. Navy Reserve as a Combat Photographer. He has served two tours of duty in support of Operation Iraqi Freedom. He is currently the founder, editor, and publisher of "The Orange County (OC) Sentinel" magazine and owner of Alex Riojas Productions. The OC Sentinel disseminates information on benefits, resources, and events relevant to Veterans, active duty military members, their families, civic leaders and the community at large.

Mr. Riojas has over 14 years of professional experience as a mortgage office and real estate agent. He currently serves on the board of the Orange County Home Ownership Prevention Collaborative; with an emphasis on helping Veterans preserve their homes.

In addition, Mr. Riojas currently serves as the Commander of the American GI Forum's Rudy Escalante Chapter. He has played an active role in several Veteran events in his community to include: serving as the Public Affairs Officer for the Inaugural Orange County Homeless Veterans Stand Down; organizing Committee-member for the Moving Wall's visit to Garden Grove, California; and facilitating a Veterans Conference at Santa Ana College.

Currently, Mr. Riojas resides in Santa Barbara, California.

Recommended for appointment as Chair for a term through September 30, 20XX:


Lieutenant Colonel Patricia Williams-Niles, U.S. Air Force (Retired) African American

In 2003, Ms. Patricia Williams-Niles retired as Lieutenant Colonel, having completed 26 years of active duty and reserve military service. Indicative of her compassionate and empathetic nature, Lieutenant Colonel Williams-Niles's retirement has not been one of inactivity as demonstrated by her committed involvement on behalf of Veterans. She is affiliated with many community organizations, serves on numerous Committees and volunteers countless hours. Her passionate outreach and services extend throughout the United States and assists Veterans in various capacities.

Lieutenant Colonel Williams-Niles's loyalty, ability to multi-task, and dedication to the well-being of fellow Veterans has not gone unnoted. She has been the recipient of

prestigious awards at the National, State and local levels, acknowledging her contributions.

Always
spell out the
name of the
State



Lieutenant Colonel Williams-Niles holds an Associate Degree of Applied Science in Nursing (New York City Community College), a Bachelor of Science in Nursing (Brownweller College, New York City) and a Master's Degree in Public Administration in Health Service Management (Golden Gate University, **San Francisco, California**).

She is married to George Kelley Niles, a Korean War Veteran, who is actively serving in the community. Lieutenant Colonel Williams-Niles has one son, Kyler, who resides in Denver, Colorado with his wife, Marines, and the "gems" of her life, her grandchildren --- Jai, Jaelyn, Jaeren, and Jacob. When Lieutenant Colonel Williams-Niles takes time out to enjoy leisure and relaxation, her interests include traveling, reading and attending cultural events.

Currently, Lieutenant Colonel Williams-Niles resides in Maui, Hawaii.

Recommended for initial appointments for a term through May 31, 20XX:

**Marvin American Horseman Jr.
Native American**

Mr. American Horseman Jr. is a Laguna Tribal Member who belongs to the Road Runner, Little Parrot and Turkey Clans. He serves as the Tribal Veterans Service Officer for the Pueblo of Laguna and the Co-Chair of the All Indian Pueblo Council Veterans Committee.

Mr. American Horseman entered the U.S. Navy in 1993, and served 4 years as an Aviation Electronics Technician, Aviation Warfare Specialist 2nd Class Petty Officer. He specialized in the F-14 Tomcat Avionic and Radar Weapons Systems. Mr. American Horseman served multiple tours to the Persian Gulf with Fighter Squadron Eleven (VF-11) on board the USS Independence, USS Carl Vinson and the USS John C. Stennis. He later entered the Hampton Roads Naval ROTC Unit and went to college at Old Dominion University in Norfolk, Virginia. In 2001, Mr. American Horseman graduated with his Bachelor of Science in Communication, and was commissioned as a 2nd Lieutenant in the U.S. Marine Corps. Mr. American Horseman was elected and served as the 2nd Lieutenant Governor for the Pueblo of Laguna in 2009-2010.

Mr. American Horseman also served as the Ex-officio to the Laguna Development Corporation, the Mid-Region Council of Government–Metropolitan Transportation Board, the New Mexico State–Tribal Collaboration and Communication Work Group for a Safer New Mexico and was a member of the All Indian Pueblo Council.

Currently, Mr. American Horseman resides in Albuquerque, New Mexico.

SAMPLE MEMBERSHIP DOCUMENT (Reappointment Letter)

Ms. Jane Doe

9144 Lexington Market Place
Fairfax, VA 22222

Dear **Ms. Doe**:

Thank you for your willingness to continue to serve as a member of the Department of Veterans Affairs Advisory Committee on Sample Compensation Benefits (Committee).

As you are aware the Committee is authorized by P.L. 114-123 to provide advice and recommendations to the Secretary on issues including improving services and outcomes for Veterans, implementation of the Draft Master Plan and the creation and implementation of any successor master plans.

I am pleased to reappoint you for another term through June 30, 20XX. Please confirm your acceptance of this reappointment by contacting Paris Hilton Johnson, Designated Federal Officer: Paris.HiltonJohnson@va.gov or 202-555-1234.

I appreciate your continued interest and look forward to working with you and the Committee.

Sincerely,

[Enter Name for Current Secretary]

SAMPLE MEMBERSHIP DOCUMENT (Appointment Letter)

Tanya Down, Ph.D.

One Dupont Circle, SE, Suite 3333
Washington, DC 20000

Dear **Dr. Down**:

Thank you for your willingness to serve as a member of the Department of Veterans Affairs (VA) Advisory Committee on Medical Benefits (Committee). I am pleased to appoint you for a term through January 31, 20XX.

The Committee is authorized under title 38 U.S.C. § 1111 to provide advice to the Secretary on the administration of medical benefits and training programs.

Enclosed are the Committee's charter, the ethics rules for employees who are Special Government Employees (SGE), and a certificate of appointment. The Charter provides basic information on the Committee's purpose and responsibilities, and information regarding reimbursement for travel/expenses. Please note that this is a non-compensated appointment as an SGE. As an SGE, you will be subject to ethics rules for Government employees. Also, you will receive in-person training from a VA ethics advisor during your first Committee meeting. Please review the enclosed materials at your earliest convenience.

Please confirm your acceptance of this appointment by contacting Ms. Paris Hilton, Designated Federal Officer, at 202-461-0000, or Paris.Hilton@va.gov. Her mailing address is Department of Veterans Affairs (XXXX), 810 Vermont Avenue, NW, Washington, DC 20420.

I appreciate your interest and look forward to working with you and the Committee.

Sincerely,

[Enter Name for Current Secretary]

Enclosures

SAMPLE MEMBERSHIP DOCUMENT
(Letter to Agency to Request Ex-officio Member)

The Honorable Antony J. Blinken
Secretary
Department of State
2201 C Street, N.W.
Washington, DC 20451

Dear Secretary Blinken:

I am contacting you to request your assistance with designating a representative to serve as the Department of the Interior ex officio member on the Department of Veterans Affairs (VA) Advisory Committee on U.S. Outlying Areas and Freely Associated States.

On June 15, 2023, I established this Advisory Committee under the authorities of 38 U.S.C. § 548. The Committee is subject to the requirements of the Federal Advisory Committee Act, as amended, 5 U.S.C. § Ch. 10. The Committee will advise on all matters related to covered Veterans and focus on improving the programs and services of the Department to better serve Veterans located in Outlying Territories and Freely Associated States. Covered Veterans, as defined in 38 U.S.C. § 548(c)(2)(A), are Veterans residing in American Samoa, Guam, Puerto Rico, the Commonwealth of the Northern Mariana Islands, the Virgin Islands of the United States, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

Section 548(c)(4) mandates that in addition to the members appointed pursuant to 38 U.S.C Part 1, Chapter 5, §548 (c)(1), the Committee shall be comprised of such ex officio members as the Secretary of State and the Secretary of the Interior shall appoint from among employees of the Department of State and the Department of the Interior, respectively. Accordingly, I respectfully request your assistance with nominating a Department of State representative to serve in the ex officio role by July 31, 2023.

Please direct your nomination, or any questions or concerns, to Bernard Johnson, Designated Federal Officer for this Committee, at 404-210-1680 or Bernard.Johnson2@va.gov.

Sincerely,

[Enter Name for Current Secretary]

SAMPLE MEMBERSHIP DOCUMENT (Termination/Thank You Letter)

Colonel Michael Doe, M.D.
U.S. Air Force (Retired)
1107 East Train Station Circle
Tacoma, WA 44444

Dear Dr. Doe:

On behalf of the Department of Veterans Affairs (VA), thank you for your outstanding service as a member of the Advisory Committee on Medical Benefits (Committee) and the countless hours you have dedicated to serving Veterans, survivors, and their families.

Your membership term on the Committee expires on September 30, 20XX. Thank you for your countless hours you have dedicated to serving Veterans, survivors, and their families. Your many years of service on this Committee has been invaluable.

On behalf of VA and Veterans who have benefited from your service on the Committee, please accept the enclosed certificate in appreciation of your commitment to helping our Nation's Veterans. Your dedication to service and your willingness to help VA enhance the quality of services and programs available to Veterans are greatly appreciated.

Sincerely,

[Enter Name for Current Secretary]

Enclosure

SAMPLE MEMBERSHIP DOCUMENT (Non-Selection Letter)

Paige Doe, M.D.
23 Bourbon Canal Place
New Orleans, LA 70116

Dear Dr. Doe:

Thank you for your interest in serving as a member of the Department of Veterans Affairs (VA) Advisory Committee on Medical Benefits (Committee). The Committee is authorized under title 38 U.S.C. § 1111 to provide advice to the Secretary on the administration of medical benefits and training programs. With this noble mandate, membership continues to be very competitive. At this time, you were not selected for the 20XX Committee membership cycle. VA makes every effort to ensure that the membership of the Committee is fairly balanced, in terms of points of view represented.

Please consider resubmitting a nomination package for the next cycle, which will be announced in the upcoming months, as several membership vacancies occur each year. Again, I appreciate your willingness to serve our Nation's Veterans.

Sincerely,

[Enter Name for Current Secretary]

SAMPLE MEMBERSHIP DOCUMENT (Membership Profile Sheet)

VA National Academic Affiliations Council		Committee Chair **		Committee Manager		Phone		E-Mail		Address		
Discretionary Committee Section XXXXm Title 38, United States Code		Jane Doe		Gloria Holland		(202) 461-XXXX		Gloria.Holland@va.gov		810 Vermont Avenue NW, Washington DC 20426		
		Committee Members		ReAppointments & Terminations		Recommendations & Other Candidates						
		12		4		7		7		2		
Members	Appt. Date	Reappt. Date	Exp. Date	Military Status	Rank	M/F	Ethnic	VSO	State	Current Employment	Notes	Status
Jane Jackson Doe	3/1/2016	4/1/2018	5/31/2020	Air Force	Officer	F	African-American	None	VA	President / Director, ABC Academy	n/a	ReAppoint
Janice Doe	3/1/2016	4/1/2018	5/31/2020	Unknown	Unknown	F	Caucasian	None	DC	President / VA Education	Subject matter expert	ReAppoint
Michael Doe	8/1/2015	9/1/2017	9/30/2019	Air Force	Enlisted	M	Caucasian	None	IL	Associate Director, Washington Metropolitan Area	No longer WMA	Terminate
Carolyn Doe-Johnson	8/1/2015	9/1/2017	9/30/2019	Unknown	Unknown	F	Caucasian	None	PA	Former Chief Continuing Education Programs, ABC	Retired from ABC	Terminate
Mary Ann Wild Horse	10/1/2018		10/31/2020	Unknown	Unknown	F	Native American	None	WA	Former President Student Veterans Act Now	Appoint as Chair, No longer SVAN President	No Change
G. Dorothy McCain	8/1/2015	9/1/2017	9/30/2019	Army	Officer	F	Asian-American	None	AZ	Former President NAAC	No longer NAAC President	Terminate
K. Megan Newell	8/1/2015	9/1/2017	9/30/2019	Navy	Enlisted	F	Asian-American	None	AZ	Member, NAAC	n/a	Terminate
Edward Peterson, Jr.	8/1/2015	9/1/2017	9/30/2019	Unknown	Unknown	M	Caucasian	None	DC	Member, NAAC	n/a	Terminate
Juan Doe Pugh	8/1/2015	9/1/2017	9/30/2019	Coast Guard	Enlisted	M	Hispanic	None	DC	Director, Veterans Program, American Council on Education	n/a	Terminate
Lynn Rivers	3/1/2016	4/1/2018	5/31/2020	Army Reserve	Enlisted	F	Caucasian	None	GA	Director, VA Education Service	Subject matter expert	ReAppoint
Sarah Jessica Sykes	3/1/2016	4/1/2018	5/31/2020	Unknown	Unknown	F	Caucasian	None	LA	Director, Louisiana State University, Veterans Center	Subject matter expert	ReAppoint
Reddington Turner Washington	8/1/2015	9/1/2017	9/30/2019	Marine	Enlisted	M	African-American	None	VA	Director, Virginia Educational Benefits Services	Subject matter expert	Terminate
Recommended Candidates	Recommended By	Military Status	Rank	M/F	Ethnic	VSO	State	Current Employment	Notes			
Anita Baker Conrad	Federal Register Solicitation	Unknown	Unknown	F	Caucasian	None	FL	Former Director, Veterans Programs American Council on Education				
Jeffrey Baker	n/a	Unknown	Unknown	M	Caucasian	None	VA	Chief Continuing Education Programs, ABC				
Dawn Down	Gloria Holland, Director	Unknown	Unknown	F	African-American	None	DC	Director National Veterans Employment of America				
Tanya Down Emilos	Juan Doe Pugh	Unknown	Unknown	F	Hispanic	AL	NM	President/CEO, SVAN				
Steven Tran Down	n/a	Marine	Enlisted	M	Asian-American	None	NJ	Owner, Educating Veterans NOW				
Zaida Down	n/a	Army	Enlisted	F	Caucasian	None	VA	President, NAAC				
P. Wade Zepher	Reddington Turner Washington	Army	Officer	M	African-American	None	VA	Former Director, Louisiana State University, Veterans Center				
Other Candidates	Recommended By	Military Status	Rank	M/F	Ethnic	VSO	State	Current Employment	Notes			
Melissa Dat	Federal Register Solicitation	Unknown	Unknown	F	Asian-American	None	AL	Professor, George Washington University				
Cornelius Purview	n/a	Navy	Enlisted	M	Hispanic	None	TX	Program Developer, VA Education Service				

[illegible]

SAMPLE MEMBERSHIP DOCUMENT
(VA Form 4265, Concurrence and Summary Sheet, Page 2)

CONCURRENCE AND SUMMARY SHEET (Continued)			
PURPOSE - DISCUSSION - IMPLICATIONS			
<p>PURPOSE: To recommend the appointment of four new members, the reappointment of two members, signatures on thank you letters for three members who terms expired or resigned and signature for letters of regret for non-selected nominees.</p> <p>DISCUSSION: Four nominees are recommended for new appointment for one 2-year term through October 31, 20XX: Lieutenant Colonel Kirk Doe (Maryland Air National Guard, Retired); Lieutenant Colonel Kate Johnson McDonald (U.S. Marine Corps, Retired); Colonel Taylor Hubbard (U.S. Air Force, Retired); and Colonel Melinda Doe-Yarbrough (U.S. Army, Retired). Two current members are recommended for reappointment for one 3-year term through June 30, 20XX: Command Master Chief Hamilton Spencer (U.S. Navy, Retired) and Major Jacqueline Hershel (Massachusetts National Guard, Active).</p> <p>IMPLICATIONS: These members will enhance the Committee's level of expertise, as it relates to the medical and educational benefits for Veterans, and will enhance diversity, with regards to branch of service, wartime service and geographical representation.</p>			
NAME OF CONTACT		SIGNATURE OF INITIATING ASSISTANT SECRETARY, ADMINISTRATION HEAD OR KEY STAFF OFFICE OFFICIAL	
Gina Everly-Doe			
SYMBOL	EXTENSION	TITLE	DATE
10BQ	202-555-XXXX	Medical Health Director	02/28/20XX

VA FORM 4265, OCT 2020

SUPERSEDES VA FORM 4265, FEB 2019,
WHICH MAY BE USED.

PAGE 2

SAMPLE MEMBERSHIP DOCUMENT

(VA Form 0907, Strategic Communication Review/Summary and Approval Sheet)

U.S. Department of Veterans Affairs		SUMMARY AND APPROVAL SHEET			
NAME OF ORIGINATOR Eugene W. Skinner Jr. (VEO)		VIEW NO. 10441632	DATE 06/29/2023	DATE DUE 08/04/2023	
NAME OF EXECUTIVE SECRETARY STAFF		SUBJECT Veterans and Community Oversight and Engagement Board Membership Package for October 2023 Cycle			
ROUTING	INITIALS	DATE	COMMENTS		
<input checked="" type="checkbox"/> EXEC SEC					
<input checked="" type="checkbox"/> DEPCOSVA					
<input checked="" type="checkbox"/> DEPCOSVA					
<input checked="" type="checkbox"/> COSVA					
<input checked="" type="checkbox"/> DEPSECVA					
<input checked="" type="checkbox"/> SECVA					
CONCURRENCE					
Boerstler (VEO) 6/26/23; Moragne (ACMO's Non-concurrence) 7/19/23; Harris (OSVA) 7/28/23					
EXECUTIVE SUMMARY					Executive Summary Instruction
Purpose - Discussion - Recommendation Purpose: Obtain SECVA approval. Discussion: The Veterans and Community Oversight and Engagement Board was established to coordinate locally with VA to identify the goals of the community and Veteran partnership; provide advice and recommendations to SECVA to improve services and outcomes for Veterans, members of the Armed Forces and families of such Veterans and members; and provide advice and recommendations on the Draft Master Plan approved by SECVA on January 28, 2016 and on the creation and implementation of any other successor master plan. The Board submits the recommendations of ten nominees: Brigadier General Loree Sutton, M.D., Jonathan E. Sherin, M.D., Ph.D., Beth Sandor, Michael Canfield, Dylan Tete, Patricia Nwajuaku, M.D., Nicole Branca, Dave Weiner, Samuel "Sam" Holmes and Sarah B. Hunter Ph.D., to serve as new members for two-year term through October 31, 2025. Additionally, VEO submits four current members for reappointment: James "Jim" Zenner, Shawn VanDiver, Keith Boylan and Christine Barrie to serve a term through October 31, 2025. Lastly, the following members are recommended to allow terms to expire: Lieutenant General John D. Hopper Jr., Philip Mangano, Anthony Allman, Hamilton B. Underwood, Joshua Bamberger, M.D., Jim Perley, Heidi Marston, Captain Larry Vasquez, Master Sergeant Kristine Stanley and Joseph Sapien. <i>The Board falls under the purview of the Veterans Experience Office.</i> NOTE: If approved the committee membership will be reflected in the demographic data below. DEMOGRAPHIC DATA: 20 Committee members: Male: 14 (70%); Female: 6 (30%); Caucasian: 17 (85%), African American: 2 (10%), Asian: 0 (0%), Hispanic: 1 (5%), Native American: 0 (0%), and Pacific Islander: 0 (0%). This Board represents all of Veterans which is composed of Caucasian (72%), African American (9%), Hispanic (19%), Asian (7%), Native American (1%) and Pacific Islander (.4%). Recommendation: SECVA signs the decision document, letters and certificates.					
SPECIAL DISPATCH INSTRUCTIONS EXECSEC notifies the POC of the signed package; and return the signed package to ACMO for dissemination.					

VA FORM 0907
JUN 2022

VA Advisory Committee Reports and Recommendations Process and Sample Documents

Specific reports are required on FAC for SECVA, the House and Senate Committees on Veterans' Affairs, or the GSA Committee Management Secretariat. The reports convey Committee information, which provides advice and recommendations to SECVA on a wide variety of programs that deliver benefits and services to our Nation's Veterans. Other internal VA reports are required for management purposes on the assessment and projection of Committee activities.

Annual Comprehensive Review (ACR): As required by section 7(b) of FACA, GSA's Committee Management Secretariat must conduct an ACR of all activities and responsibilities of each Federal Advisory Committee based on each fiscal year (October 1 through September 30). All information gathered on an Advisory Committee is entered on the GSA's FACA database at <https://www.facadatabase.gov/FACA/FACAPublicPage>.

Throughout the year, the DFO begins preparing the individual Committee's report by entering data on Committee meetings including actual costs for the fiscal year, estimated costs for the next fiscal year, meeting dates, updated Committee member information and the activities and accomplishments of the Committee.

Upon the DFO's submission and verification of the ACR, ACMO staff performs a review of the report for completeness and accuracy. ACMO staff will provide feedback or comments, as needed. When ACMO completes its final review, the individual report will be verified as complete to GSA. Once VA has submitted all Advisory Committee reports, GSA will review the reports and may consult with ACMO to make final. Once GSA has finalized all Departments' FAC reports, they will submit a report to Congress and the information will be available to the public.

VA Annual Assessment of Committee Activities (Performance Review): An Annual Assessment of Committee Activities is submitted on each VA FAC for the current calendar year (January through December) and is due to ACMO by December 1. A template is provided in the ACMO Guide (revised September 2023).

The assessment must be signed by the program office leadership and Committee Chair after consultation with the DFO. When all required signatures are received, the assessment is sent to ACMO electronically via email. The following items are included:

- Overall summary of the Committee;
- Committee's effectiveness and contributions to achieving VA priorities;
- Usefulness of communications between the program office and the Committee;
- Description of the quality of Advisory Committee recommendations;
- Any Advisory Committee products, such as recommendations or a report;
- Actions taken to implement FAC recommendations; and
- Program office assessment of the FAC's work.

Annual Operations Plan: An Annual Operations Plan is submitted annually for each Advisory Committee's next year projected activities (January to December) to ACMO by December 1 each calendar year. A template is provided in the ACMO Guide (revised September 2023).

The Annual Operations Plan must be signed by the DFO and the FAC's Chair after consultation with the respective program officials. Once all required signatures are received, the Plan is sent to ACMO electronically via email. The following items are included:

- Specific areas of Committee interest for the upcoming year;
- Committee objectives and expected Committee activities, such as briefings and site visits;
- Approximate date(s) of any expected recommendations, reports, official communications, or other deliverables; and

Information indicating which quarter of the year for any proposed engagement with SECVA, DEPSECVA or Chief of Staff

VA FACs must provide a report or recommendations to SECVA no later than the date identified in its statute or charter. The Committee report contains an assessment of the respective Committee's review of specific VA programs, activities and policies designed to accomplish its purpose.

Recommendations and VA Responses: During Committee meetings, Committee members' deliberation action is captured in either a Committee's report and/or recommendations to SECVA. These recommendations can result in significant improvements in service or reductions in cost to the Veterans or provide an important addition perspective or viewpoint affecting VA operations and its service requirements to Veterans. See Appendix C – SMART Recommendations – Template. Using this template, the Committee can develop more impactful recommendations which can eliminate ambiguity and redundancy.

Unvetted Reports or Recommendations: Unvetted reports or recommendations are the original reports or recommendations submitted by the Committee to the VA administration or program office supporting the VA FAC. Unvetted reports or recommendations **excludes** VA responses. Unvetted reports are required to be routed to ACMO, and ACMO will upload to the GSA FACA Database, as part of the current year ACR Report. **Committees are no longer required to send the unvetted report or recommendations to SECVA as an FYI.** The steps routing the unvetted reports are as follows:

1. After the VA administration or program office (or DFO) receives the unvetted report, they should send it directly to ACMO via email at vaadvisorycmte@va.gov or interoffice mail at ACMO (00AC); and

2. ACOMO reviews and uploads the unvetted report or recommendations to the GSA FACA Database.

Vetted Report or Recommendations: Vetted reports or recommendations are the original reports or recommendations submitted by the Committee to SECVA. Vetted reports or recommendations **includes** VA responses to the Committee's recommendations.

The supporting administration or program office is responsible for disseminating the FACs reports or recommendations to the appropriate VA administration or program office via assignment in the VA Correspondence Tracking System, coordinating input from those offices, and synthesizing input into SECVA's official response within 120 days of a Committee meeting. Any administration or program office that is asked by the supporting office to respond to a FAC recommendation is responsible for providing the supporting office with timely responses to the report recommendations and, when appropriate, with action plans in the required format for implementation of the recommendation(s). ACOMO is responsible for tracking all responses to Advisory Committee reports and recommendations for EXECSEC. The appropriate administration or program office responds to reports and recommendations using the following responses:

- **Concur:** VA agrees with the recommendation and will implement.
- **Concur-in-principle:** VA agrees with the recommendation in concept but is unable to implement.
- **Non-concur:** VA does not agree with the recommendation and will not implement.

All responses will include a brief explanation of the reason for the response. A concurrence will include a detailed action plan for implementation. A sample action plan is shown in Appendix A. Additionally, any response that is a non-concur or concur-in-principle will include a detailed explanation of the inability to implement.

Note: Work processes must be efficient so that time is built in for each level of review and to facilitate prompt concurrences. Deadlines are established with sufficient time to meet expectations for delivery to external parties and to allow the Committee to receive and deliberate VA responses at its next Committee meeting.

When submitting the electronic package, all documents should be tabbed and labeled using EXECSEC's *new nomenclature "naming convention"* as shown in the chart below (in ascending priority order – top page to bottom page):

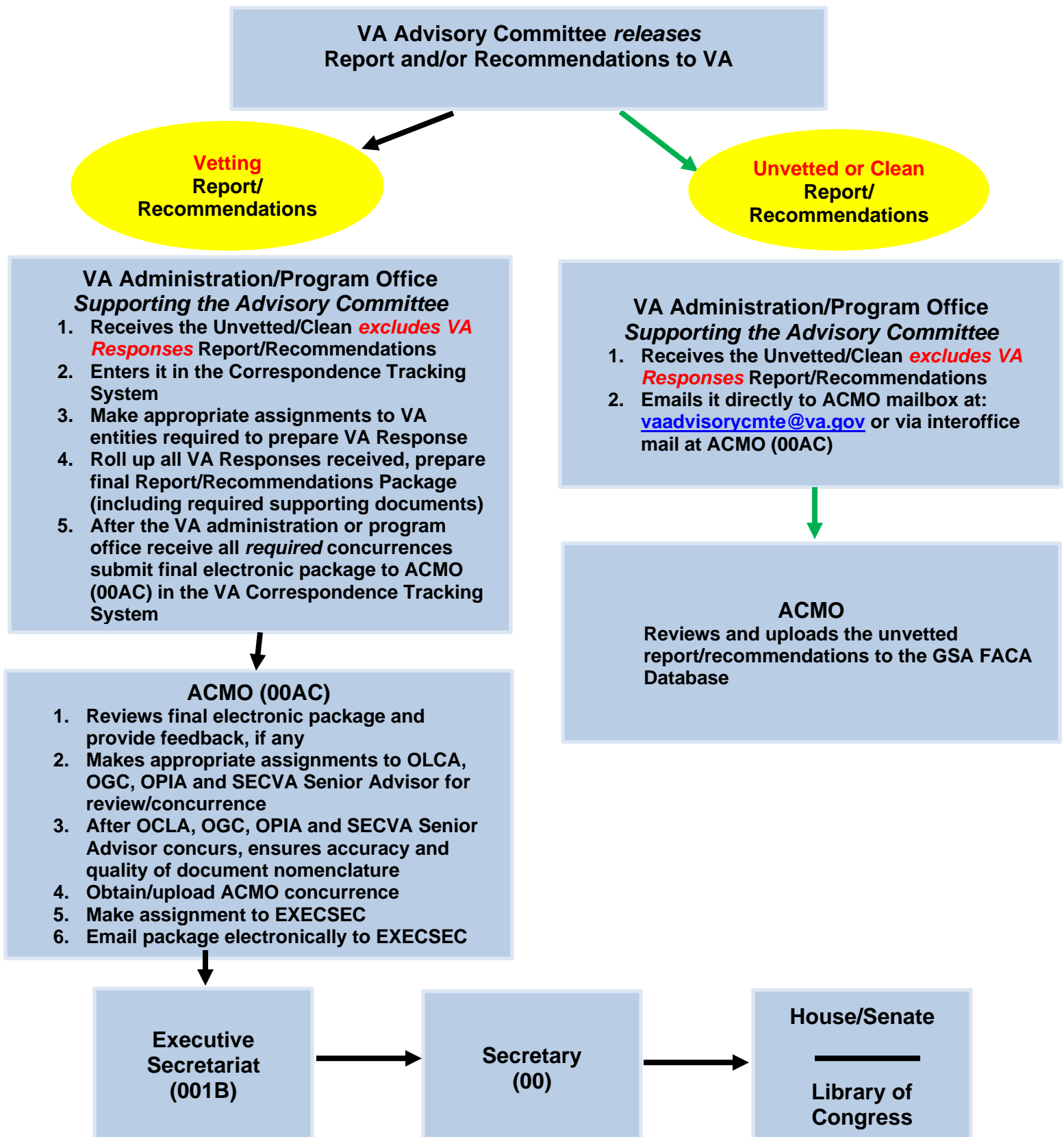
Reports and Recommendation(s) Chart:

Item Name	Nomenclature
VA Form 0907 – Strategic Communication Review/Summary and Approval Sheet	0907 XXXXXXXX SECVA (Enter Committee Name) Report or Recommendations Jul 20XX
VA Form 4265 – Concurrence and Summary Sheet – Concurrence(s) (i.e., 10, 20, 40, 002, Senior Advisor, 00AC)	4265 XXXXXXXX SECVA (Enter Committee Name) Report or Recommendations Jul 20XX
SECVA Memo to Chair	TAB 1A XXXXXXXX SECVA Chair (Enter Committee Name) Report or Recommendations Jul 20XX
Filing Letters to House and Senate of Veterans' Affairs Committees (include SECVA's signature block)	TAB 1B XXXXXXXX SECVA MOCs (Enter Committee Name) Report or Recommendations Jul 20XX
Filing Letter to Library of Congress (include CMO's signature block)	TAB 1C XXXXXXXX ACOM LOC (Enter Committee Name) Report or Recommendations Jul 20XX
FINAL – Response to Report or Recommendations (including VA responses)	TAB 1D XXXXXXXX Encl (TABs 1A-1C) VA Responses (Enter Committee Name) Report or Recommendations Jul 20XX
A copy of Chair's signed letter to SECVA, enclosing Committee report or recommendations **Does not include VA Responses**	TAB 2A XXXXXXXX Attached Unvetted Report or Recommendations (Enter Committee Name) Jul 20XX
Signed Memorandum to COSVA (from the program office head principal) **Timeliness memo is required if the report or recommendations are beyond 120 days**	TAB 2B XXXXXXXX 1 Incoming (add USH, USB, USMA or Executive Director) Timeliness Delay (Enter Committee Name) Report or Recommendations Jul 20XX
A copy of the timeline outlining the delays during the concurrence process	TAB 2B XXXXXXXX 2 Encl Timeline Delay (Enter Committee Name) Report or Recommendations Jul 20XX
If statutory, a copy of the Committee's statute	TAB 3A XXXXXXXX Authority 38 USC XXX

A copy of the current / active signed Charter	TAB 3B XXXXXXXX Previous (Enter Committee Name) Charter (VIEWS XXXXXXXX)
Current or revised copy of the Membership Balance Plan	TAB 3C XXXXXXXX Membership Balance Plan (Enter Committee Name) Jul 20XX
A copy of the Committee's most recent Annual Operating Plan	TAB 3D XXXXXXXX Background (Enter Committee Name) Operations Plan 20XX
A copy of the Committee's most recent Annual Assessment of Activities	TAB 3E XXXXXXXX Background (Enter Committee Name) Assessment 20XX
ACMO's concurrence	TAB 4A XXXXXXXX Concurrence ACMO
NCA's concurrence, if applicable	TAB 4B XXXXXXXX Concurrence NCA
OCLA's concurrence	TAB 4C XXXXXXXX Concurrence OCLA
OGC's concurrence	TAB 4D XXXXXXXX Concurrence OGC
OPIA's concurrence	TAB 4E XXXXXXXX Concurrence OPIA
OSVA's concurrence	TAB 4F XXXXXXXX Concurrence OSVA (Senior Advisor)
VBA's concurrence, if applicable	TAB 4G XXXXXXXX Concurrence VBA
VHA's concurrence, if applicable	TAB 4H XXXXXXXX Concurrence VHA

Reminder: Please use the most currently dated VA Form 0907 or VA Form 4265. To ensure you do, please visit the VA Forms at <https://vaww.va.gov/vaforms/>.

Committee Report / Recommendations Flow Chart (concurrent process)



SAMPLE ACTION PLAN



DEPARTMENT OF VETERANS AFFAIRS (VA)

[Enter Committee's Name]

[Enter Title as Recommendations or Responses to Recommendations]

[Enter Date of Recommendations or Responses to Recommendations]

Recommendation 1: The Committee recommends that VA standardize volunteer identification badges as flash badges at all VA medical centers (unless the volunteer requires the badge for computer access or access to a restricted area).

VA Response: Concur. There are only three types of Personal Identification Verification (PIV) credentials: PIV Badge; Non-PIV Badge; and Flash Badge. Volunteers are considered Without Compensation (WOC) Employees. WOC employees are a critical component of VA's supplemental services in the delivery of health care. Volunteers are required to undergo on-boarding processes to obtain a PIV credential in accordance with Homeland Security Presidential Directive 12, VA Directive 0710 and VA Directive 0735.

Recommendation 2: The Council notes that the Nation's academic health centers and health professional schools have been an integral and indispensable component of VA's health care system for 70 years, providing a significant fraction of VA's clinical workforce as well as ready access to expertise that would be unavailable in the absence of this innovative public-private partnership. Therefore, it is entirely logical that academic affiliates retain this role in VA's new health care system. Accordingly, the Council strongly endorses the inclusion of academic affiliates as members of VA's Core Network under the new Veterans Choice Program.

VA Response: Concur. VA recognizes the important role that academic health centers and health professional schools have played in VA's health care system. VA has extensively emphasized the importance of this unique partnership. Therefore, the New Veterans Choice Program (VCP) described in the Plan to Consolidate Programs of Department of Veterans Affairs to Improve Access to Care includes academic affiliates as members of the VA Core Network. The effective date to launch the VCP is December 20XX.

Note: Generally, responses are annotated as VA Response: Concur/Concur-in-Principle/Non-Concur

Actions to implement:

VA Action Plan—Name of Recommendation						
Steps to Implement Recommendation	Lead Office	Other Offices	Tasks	Due Date	Current Status	Contact Person (DFO)
Recommendation 1: The Committee notes that the...	Office of the Department of Veterans Affairs	VBA, NCA, OALC	VHA will collaborate with...	On-going FY 2018	Currently meeting to outline the process	Jane M. Doe, Office of VA, (202) 555-XXXX

EXAMPLE SMART RECOMMENDATIONS

Using the SMART Recommendations template may help improve results. The template clarifies exactly what is expected and the measures used to determine if the recommendation is successfully implemented and end-state achieved.

The template uses the acronym S.M.A.R.T. meaning:

Specific (and strategic): Linked to the Department's mission, position summary, strategic plan or Committee charter. Answers the question: Who? and What?

Measurable: Can the success toward accomplishing the recommendation be measured? Answers the question: How?

Actionable: Can the recommendation be achieved through reasonable action and investment of resources?

Realistic (results oriented): Is the recommendation within scope or can it be aligned with current mission tasks, projects or initiatives; does it focus on a defined area; and does the recommendation include an desirable result or end state.

Time framed: Does the recommendation have a clearly defined time-frame; a target or deadline?

Examples:

A poorly written SMART recommendation:

VA should improve employee communicating skills.

(The recommendation written above does not identify a specific measurement, time frame, nor identify why the improvement is needed or how it will be used.)

A better written SMART recommendation:

The Department of Veterans Affairs should work to rapidly deploy outreach multipliers/enablers like expanding the number of fully trained public affairs officers and deploying them more frequently, allotting more individual employee public engagement skills training hours to maximize one on one Veteran knowledge provider opportunities, dedicating more VA senior leader to conduct public outreach / issues interviews (TV, Radio, Print); and VA should expand the functionality of enterprise web pages to better reach and inform stakeholder audiences. VA should complete this recommendation by January 2018 and annually publish the results by March of each year between 20XX-20XX.

EXAMPLE SMART RECOMMENDATIONS – TEMPLATE

Specific – WHO? WHAT?

Measurement/Assessment – HOW?

Actionable – REASONABLE?

Realistic – DESIRED RESULT?

Timed – WHEN?

SAMPLE REPORT/RECOMMENDATION DOCUMENT
(SECVA Memo to Chair)

Colonel Michael Doe, M.D.
U.S. Air Force (Retired)
Chairman
Advisory Committee on Medical Benefits
1107 East Train Station Circle
Tacoma, WA 44444

Dear Dr. Doe:

Thank you for your February 23, 20XX, letter to the Department of Veterans (VA) that was included as part of the Advisory Committee on Medical Benefits recommendations. VA's responses to the Committee's recommendations are enclosed.

If additional information is needed, please contact Mr. Thorton Hillside III, the Designated Federal Officer, at 202-631-XXXX or Thorton.Hillside@va.gov.

Sincerely,

[Enter Name for Current Secretary]

Enclosure

SAMPLE REPORT/RECOMMENDATION DOCUMENT
(Letters to House and Senate)

The Honorable Mike Bost
Ranking Member
Committee on Veterans' Affairs
U.S. House of Representatives
Washington, DC 20515

Dear Representative Bost:

Enclosed is the Veterans and Community Oversight and Engagement Board's recommendations and the Department of Veterans Affairs' (VA) responses. The recommendations contribute to identifying the goals of the community and Veterans partnership; to improving services and outcomes for Veterans, members of the Armed Forces and families of such Veterans and members; and implementation of the Master Plan.

Thank you for your continuing support of our mission. A copy of the recommendations and VA's responses have been sent to leaders of the House and Senate Committees on Veterans' Affairs.

Sincerely,

[Enter Name for Current Secretary]

Enclosure

SAMPLE REPORT/RECOMMENDATION DOCUMENT
(ACMO Letter to Library of Congress)

October 31, 20XX

Mr. Miroslav Lazarevich
Federal Advisory Committee Desk
U.S. Serials and Government Documents Section
U.S./Anglo Division Library of Congress
101 Independence Avenue S.W., Stop 4276
Washington, DC 20540-4276

Dear Mr. Lazarevich:

Enclosed are eight copies for the Veterans' Family, Caregiver and Survivor Advisory Committee findings and recommendations from the January 25, 20XX meeting. The set of recommendations includes the Department of Veterans Affairs (VA) responses to issues affecting permanent housing and communication to Metro for Veterans' families, caregivers and survivors.

A copy of the report has been sent to the leaders of the House and Senate Committees on Veterans' Affairs.

Sincerely,

Jeffrey A. Moragne
Advisory Committee Management Officer

Enclosures

ANNUAL OPERATIONS PLAN TEMPLATE

ADVISORY COMMITTEE MANAGEMENT OFFICE

Annual Operations Plan

January 1, 20XX through December 31, 20XX

Committee Name: Insert the official Federal advisory committee name and abbreviation.
Projected Calendar Year XXXX Committee Goals: Identify no more than five specific, measurable, actionable, realistic and time-phased goals for the Federal advisory committee.
VA Strategic Goals: Identify priorities alignment to Federal advisory committee.
Committee Meetings: Identify the expected number of meetings, meeting timeframe (month), meeting location (<u>must include city</u> and no more than three potential locations).
Committee Activities: Summarize the planned Federal advisory committee activities to include reports, site visits, recruiting, cross committee collaboration, efficiencies (teleconferencing, scheduling, use of Government facilities, etc.).
Senior VA leadership Participation: Identify if the Federal advisory committee will request a visit from SECVA/DEPSECVA/COSVA in the coming year; during which meeting.
General Comments: Identify known management challenges to the Federal advisory committee accomplishing its mission (i.e., leadership, resources, processes, etc.).

Signatures:

DFO Signature

Date

Chair Signature

Date

Program Office Signature (SES or SES Equivalent)

Date

ANNUAL ASSESSMENT OF COMMITTEE ACTIVITIES TEMPLATE

ADVISORY COMMITTEE MANAGEMENT OFFICE

Annual Assessment of Committee Activities
January 1, 20XX through December 31, 20XX

Committee Name: Insert the official Federal advisory committee name and abbreviation.
Calendar Year XXXX Committee Goals: State whether the goals were <u>fully met, partial met or not met</u> and provide measurable results for every goal the Federal advisory committee management identified for calendar year.
VA Strategic Goals: Identify priorities alignment to Federal advisory committee.
Committee Activities: State if the executed Federal advisory committee activities <u>fully supported, partially supported or didn't support</u> the Federal advisory committee accomplishing its mission. Activities include reports, site visits, recruiting, cross committee collaboration and efficiencies (teleconferencing, scheduling, use of Government facilities, etc.). Identify any innovations, prototypes or process improvements that occurred during the year that resulted in positive or negative results. Provide highlights (brief summaries) of each Federal advisory committee meeting.
Reports and Recommendations: List by name current open reports and recommendations from the Federal advisory committee to the Secretary. For each listed, identify current status (in progress or late).
Senior VA leadership Participation: Identify Senior Executive Leadership involvement with Federal advisory committee (e.g., SECVA, DEPSECVA, COSVA, Under Secretary, and Assistant Secretary).
Program Office Assessment: State the program office assessment of the Federal advisory committee's work. [<i>Limit to two paragraphs.</i>]

General Comments:

Signatures:

DFO Signature

Date

Chair Signature

Date

Program Office Signature (SES or SES Equivalent)

Date

FEDERAL REGISTER NOTICES

A Federal Register notice is the official daily publication for rules, proposed rules and notice of Federal agencies and organization, as well as executive orders and other presidential documents. The Federal Register notices are published by the Office of the Federal Register, National Archives and Records Administration.

Although there are several types of Federal Register notices, ACOMO focuses primarily on the following Federal Register notices: Notice of Intent or Charter Renewal, Notice of Meeting (NOM) and Notice of Solicitation for Appointment. **Note: The Federal Register notices follows the Federal Register guidance and not EXECSEC. For instance, all notices should be prepared in Times Roman font.**

Notice of Intent or Charter Renewal: A notice of intent or charter renewal is an announcement to make the public aware of VA establishing, reestablishing or renewing its Committees' charter. The notices provide specific details, such as the name of the FAC, summary of the Committee, the establishment, reestablishment or charter renewal date, and the VA CMO's contact data. ACOMO prepares and submits the notice of intent or charter renewal to the *Federal Register* electronically. **Note: This FACA action does not require tracking in the VA Correspondence Tracking System.**

If/when a notice of intent is required, ACOMO will automatically draft and submit the notice to the Federal Register for publication.

Notice of Meeting: A NOM is an announcement to make the public aware of an upcoming Federal Advisory Committee meeting. The NOM is required to provide specific details, such as FAC name, time, date, place and purpose of the meeting. Also included is the summary of the agenda and/or topics to be discussed, date and time for public comment period, and a statement of whether the meeting is open to the public or closed; and if closed, the reasons why, citing the specific exemptions (see ACOMO Guide revised September 2023) and the contact information of the Committee's DFO or other official to obtain additional information about the meeting.

The FACA regulation (41 CFR § 102-3.105(a)) requires that a NOM is published in the *Federal Register* at least 15 calendar days prior to a FAC meeting. However, VA's OGC recommends VA FAC staff prepare Committee meeting notices at least 30 days (or more) in advance to ensure that the notice requirement can be met. ACOMO should receive the approved NOM (through program office concurrence) at least 30 days prior to the Committee meeting via the VA Correspondence Tracking System. After ACOMO electronically submits the NOM to the *Federal Register*, it may take the *Federal Register* up to 4 days to publish or due to extenuating circumstances sometimes longer.

Under exceptional circumstances, less than a 15-day notice may be given. However, failure to sufficiently plan far in advance, does not constitute an exceptional circumstance.

Open Meeting Requirements: FAC meetings are required to be open and accessible to the public, except in limited, specified circumstances. If your FAC is open to the public, the administration or program office makes an assignment in the VA Correspondence Tracking System through normal concurrence signature level. The editable NOM is uploaded to the VA Correspondence Tracking System in a Word format. An assignment to OGC (024) is ***not required***.

Closed Meeting Requirements: FACA regulations recognize that at times it is necessary to close (or partially close) a meeting to public participation. A FAC may be closed in accordance with the exemptions for closure contained in the Government Sunshine Act 5 USC 552b(c). Common exemptions cited to legally close Federal Advisory Committee meetings include:

- Discussions of classified information;
- Reviews of proprietary data submitted in support of Federal grant applications; and
- Deliberations involving considerations of personal privacy.

Partially Closed Meeting: For example, if the FAC meeting is scheduled to tour a VA Medical Center, the Advisory Committee meeting is closed to the public during this time to protect patient privacy.

If the FAC meeting is closed or partially closed, the action office must obtain all concurrences (within their program office) prior to forwarding the closed or partially closed NOM package to ACMO. When all required signatures are captured, the action office makes an electronic assignment to ACMO in the VA Correspondence Tracking System. ACMO conducts its initial review of the content, ensures all concurrences are received, and determines if all required documents (such as the NOM, draft agenda, and VA Form 4265) are included in the package. ACMO edits or provides feedback to the program office, if necessary. If no changes are required, ACMO prepares and signs the Agency Determination memorandum from the VA CMO to OGC (024) and captures its concurrence on the VA Form 4265. After uploading the signed documents in the VA Correspondence Tracking System, ACMO makes an electronic assignment to OGC.

Once OGC concurs, ACMO submits the final NOM to the *Federal Register* electronically. Once the *Federal Register* publishes the NOM, ACMO provides a courtesy copy to the respective Committee's DFO.

Notice of Solicitation for Appointment: A notice of solicitation for appointment (solicitation) is an announcement to make the public aware of an upcoming or vacancy on a specific VA FAC meeting. The solicitation provides specific details, such as the name of the FAC, summary of the Committee, due date to submit resume, DFO contact data, supplementary information and the nomination requirements.

Note: This FACA action does not require tracking in the VA Correspondence Tracking System.

To submit a notice of solicitation for appointment, the DFO or action office prepares the solicitation. You are not required to upload the solicitation to the VA Correspondence Tracking System. After the solicitation is finalized, email the document directly to the Committee's *assigned* ACMO Program Specialist for action. ACMO reviews and submits the final solicitation to the *Federal Register* electronically. Once the *Federal Register* publishes the solicitation, ACMO provides a courtesy copy to the respective Committee's DFO.

SAMPLE - AGENCY DETERMINATION MEMO FOR VA FEDERAL ADVISORY COMMITTEES

Agency Determination for VA Federal Advisory Committees

Date: January 31, 20xx

To: Information and Administrative Law Group (024)
Office of General Council

From: Jeffrey A. Moragne
ACMO Director (00AC)

VIEWS #: XXXXXXXX, RR&D 20XX June Notice of Meeting

I reviewed **VIEWS XXXXXXXX, Rehabilitation Research and Development (RR&D) Service Scientific Merit Review Board 20XX June Notice of Meeting** and determined that the meeting is appropriately closed.

Given the Delegation of Authority for Agency Determination Closed Meeting (VIEWS 195868), I find the disclosure of research information could significantly obstruct implementation of proposed agency action regarding the research proposals. This is cited by subsection 10(d) of P.L. 92-463, as amended by P.L. 94-409, closing the Federal advisory committee meeting is in accordance with 5 U.S.C. § 552b(c)(6).

Jeffrey A. Moragne
Director, Advisory Committee
Management Office

Date

SAMPLE - FEDERAL REGISTER NOTICE
OPEN TO THE PUBLIC (ONE SINGLE MEETING DATE AND TIME)

VA Title
Committee
Name, Notice
of Meeting

DEPARTMENT OF VETERANS
Veterans' Advisory Committee on Rehabilitation, Notice of Meeting

FACA citation

Meeting
Logistics:
Date(s),
Facility Name,
Facility
Address, City,
State, Zip

The Department of Veterans Affairs (VA) gives notice under the Federal Advisory Committee Act (5 U.S.C. § Ch. 10), that a meeting of the Veterans' Advisory Committee on Rehabilitation (hereinafter the Committee) will be held on Tuesday, March 26, 20XX, at the VA Central Office, 810 Vermont Avenue NW, Sonny Montgomery Conference Room 230, Washington, DC 20420. The meeting will begin at 8:30 a.m. Eastern Standard Time (EST) and adjourn at 4:30 p.m. EST. The meeting is open to the public.

MUST Add in
Committee's
Purpose from
Charter

The purpose of the Committee is to provide advice to the Secretary of Veterans Affairs on the rehabilitation needs of Veterans with disabilities and on the administration of VA rehabilitation programs.

Add
descriptive
details or
summarized
agenda topic
as it pertains
to the meeting.

On March 26, 2019, the Committee will receive updated briefings on various VA programs designed to enhance the rehabilitative potential of disabled Veterans. In addition, the Committee will discuss and explore potential recommendations to be included in the next annual report.

Add DFO or
designee
contact
information
to address
questions.

Add whether
or not there
will be a public
comment
period. Add
details of the
public
comment
period (i.e.
who, what,
where, why,
how long).

Although no time will be allocated for receiving oral presentations from the public, members of the public may submit written statements for review by the Committee to Latrese Arnold, Designated Federal Officer, Veterans Benefits Administration (28), 810 Vermont Avenue, NW, Washington, DC 20420, or via email at Latrese.Arnold@va.gov. In the communication, writers must identify themselves and state the organization, association, persons or persons they represent. Because the meeting is being held in a government building, a photo I.D. must be presented as part of the clearance process. Due to an increase in security protocols and to prevent delays in clearance processing, allow an additional 30 minutes before the meeting begins. Any member of the public who wishes to attend the meeting should RSVP to Latrese Arnold at 202-461-9773 no later than close of business, March 18, 20XX.

Date:

LaTonya L. Small, Ed.D.
Federal Advisory Committee Management Officer

**SAMPLE - FEDERAL REGISTER NOTICE
OPEN TO THE PUBLIC (MULTIPLE MEETING DATES AND TIMES)**

VA Title
Committee
Name, Notice
of Meeting

Add in the
FACA citation

Meeting
Logistics:
Date(s), Facility
Name, Facility
Address, City,
State, Zip
Time(s)

Meetings with
multiple dates
and different
ending times
should get
added to a
table for clarity.

Add
Committee's
Purpose from
Charter

Add
descriptive
details or
summarized
agenda topic
as it pertains
to the meeting.

**DEPARTMENT OF VETERANS
Voluntary Service National Advisory Committee, Notice of Meeting**

The Department of Veterans Affairs (VA) gives notice under the Federal Advisory Committee Act (5 U.S.C. § Ch. 10), that the annual meeting of the Department of Veterans Affairs Voluntary Service National Advisory Committee (hereinafter the Committee) will be held Monday, April 1 – Wednesday, April 3, 20XX at the Double Tree Hilton Colonade Convention Center, 5555 Colonade Boulevard, Houston, TX. The meeting sessions will begin and end as shown in the following table:

Date:	Time:
April 1, 20XX	9:00 a.m. to 11:30 a.m. Central Standard Time (CST)
April 2, 20XX	8:30 a.m. to 4:30 p.m. CST
April 3, 20XX	8:30 a.m. to 3:30 p.m. CST

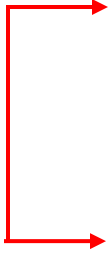
The meeting sessions are open to the public.

The Committee, comprised of 51 national voluntary organizations, advises the Secretary of Veterans Affairs, through the Office of the Under Secretary for Health, on the coordination and promotion of volunteer activities and strategic partnerships within VA facilities, in the community and on matters related to volunteerism and charitable giving. The purpose of these meetings is to provide for Committee review of volunteer policies and procedures; to accommodate full and open communications between organization representatives and the Voluntary Service Office and field staff; to provide educational opportunities geared towards improving volunteer programs with special emphasis on methods to recruit, retain, place, motivate and recognize volunteers; and to provide Committee recommendations.

On April 1, 20XX, there is a National Executive Committee Meeting, Health and Information Fair, and VAVS Representative and Deputy Representative training session. On April 2, 20XX, the agenda includes welcoming remarks from local officials and remarks by VA officials on new and ongoing VA initiatives and priorities. Educational workshops will be held in the afternoon and will focus on general post funds and gifts, telehealth, award writing and leadership training. On April 3, 20XX, the educational workshops will be repeated in the morning. The afternoon session will include subcommittee reports, the Voluntary Service Report, NAC Chair Report and remarks by VA officials on new and ongoing VA initiatives and priorities.

Add whether or not there will be a public comment period. Add details of the public comment period (i.e. who, what, where, why, how long)

Add DFO or designee contact information to address questions.



No time will be allocated at this meeting for receiving oral presentations from the public. However, the public may submit written statements for the Committee's review to Mr. Prince Taylor, Designated Federal Officer, Voluntary Service Office (10B2A), Department of Veterans Affairs, 810 Vermont Avenue NW, Washington, DC, 20420, or by email at Prince.Taylor@va.gov. Any member of the public wishing to attend the meeting or seeking additional information should contact Mr. Taylor at 202-461-7300.

Dated: March 8, 2019

Jelessa M. Burney
Federal Advisory Committee Management Officer

SAMPLE - FEDERAL REGISTER NOTICE:
PARTIALLY CLOSURE (MULTIPLE MEETING DATES/ TIMES/ LOCATIONS)

VA Title
Committee
Name, Notice
of Meeting

DEPARTMENT OF VETERANS
Advisory Committee on Women Veterans, Notice of Meeting

Add in the
FACA citation

The Department of Veterans Affairs (VA) gives notice under the Federal Advisory Committee Act (5 U.S.C. § Ch. 10), that the Advisory Committee on Women Veterans will conduct hybrid meeting (in-person and virtual) on March 27 – March 29, 20XX at various times and multiple locations in Washington, DC. The meeting sessions will begin and end as follows:

Public participation will commence as follows:

Meeting
Logistics:
Date(s),
Facility Name,
Facility
Address, City,
State, Zip
Time(s)

Date:	Time:	Location:	Open Session:
March 27, 20XX	8:30 a.m. – 4:00 p.m. Eastern Standard Time (EST)	810 Vermont Avenue NW, Sonny Montgomery Room 230, Washington, DC 20420 / Webex Link and Call-in Information Below	Yes
March 28, 20XX	8:30 a.m. - 12:00 p.m. EST	810 Vermont Avenue NW, Sonny Montgomery Room 230, Washington, DC 20420 / Webex Link and Call-in Information Below	Yes
March 28, 20XX	1:00 p.m. – 4:00 p.m. EST	Washington VA Medical Center, 50 Irving Street, NW, Washington, DC 20420	No

Do ADD the 5
U.S.C. citation
for partially
closing the
meeting.

Sessions are open to the public, except when the Committee is conducting a tour of VA facilities. Tours of VA facilities are closed, to protect Veterans’ privacy and personal information, by 5 U.S.C. 552b(c)(6).

Add
Committee’s
Purpose from
Charter

The purpose of the Committee is to advise the Secretary of Veterans Affairs regarding the needs of women Veterans with respect to health care, rehabilitation, compensation, outreach and other programs and activities administered by VA designed to meet such needs. The Committee makes recommendations to the Secretary of Veterans Affairs regarding such programs and activities.

Add descriptive details or summarized agenda topic as it pertains to the meeting.

Add whether or not there will be a public comment period. Add details of the public comment period (i.e. who, what, where, why, how long)

Add DFO or designee contact information to address questions.

On March 27, the Committee will convene an open session from 8:30 a.m. to 4:00 p.m. EST. The agenda will include overview discussion and briefings from senior leadership with Veterans Affairs Central Office, Veterans Benefits Administration and Veterans Health Administration and National Cemetery Administration officials

In the morning of March 28, the Committee will convene an open session from 8:30 a.m. to 12:00 p.m. EST. The agenda will include overview briefings VA Health Care Center leadership on the facilities, programs, demographics, women Veterans programs and other services available. In the afternoon, the Committee will reconvene a closed session from 1:00 p.m. to 4:00 p.m. EST, as it tours the Washington VA Medical Center located at 50 Irving Street, NW, Washington, DC 20420. Tours of VA facilities are closed to protect Veterans' privacy and personal information, in accordance with 5 U.S.C Sec. 552b(c)(6).

Any member of the public and media planning to attend or seeking additional information should notify Shannon L. Middleton at 202-461-6193, or 00W@mail.va.gov.

Any member of the public who wishes to participate in the virtual meeting may use the following Cisco Webex Meeting Links:

Join On Your Computer or Mobile App:

Day 1:

<https://veteransaffairs.webex.com/veteransaffairs/j.php?MTID=mbf66ee71738417c8>

Webinar Number: 2890 144 1234

Dial [28901441234@veteransaffairs.webex.com](tel:28901441234)

You can also dial 207.182.190.20 and enter your webinar number.

Join by phone

14043971596 USA Toll Number

Access code: 2890 144 1234

Dated: March 8, 2019

Jelessa M. Burney
Federal Advisory Committee Management Officer

APPENDIX A VA FEDERAL ADVISORY COMMITTEE MEMBERSHIP BALANCE PLAN MEMORANDUM

**Department of
Veterans Affairs**

Memorandum

Date: Month D, YYYY
From: Chief of Staff (00A)
Subj: Department of Veterans Affairs (VA) Advisory Committee Membership Balance Plan
To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. The purpose of this memorandum is to standardized policies regarding the membership balance requirements for the Department of Veterans Affairs (VA) advisory committees established under the Federal Advisory Committee Act (FACA) and for developing a membership balance plan for each VA advisory committee's future membership appointments. The policy and process changes described herein do not apply to the following VA Advisory Committees which engage in scientific peer review of VA research:

- a. Clinical Science Research and Development Service Cooperative Studies Scientific Evaluation Committee;
- b. Health Services Research and Development Service Scientific Merit Review Board;
- c. Joint Biomedical Laboratory Research and Development and Clinical Science Research and Development Services Scientific Merit Review Board;
- d. Rehabilitation Research and Development Service Scientific Merit Review Board; and
- e. Genomic Medicine Program Advisory Committee.

The policy also does not apply to the VA Voluntary Service National Advisory Committee, which is composed entirely of representative members appointed by VSOs.

2. VA currently has 27 advisory committees that are governed by FACA. Fifteen have been established by statute and eight have been established by the Secretary pursuant to the discretionary authority provided by the FACA. The primary purpose of committees is to provide advice and guidance to the Secretary on a wide variety of programs that deliver benefits and services to our Nation's Veterans.

One of VA's principal objectives in managing its advisory committees is to ensure that committee members appropriately reflect the diversity of American society and the Veteran population. In the selection of members for discretionary committees, VA is required to consider a cross-section of those directly affected, interested and

Page 2.

Subj: Department of Veterans Affairs (VA) Advisory Committee Membership Balance Plan

qualified, as appropriate to the nature of the advisory committee. Committees requiring technical expertise must include persons with demonstrated professional or personal qualifications and experience relevant to the functions and tasks to be performed.

3. Committee membership requirements are as such:

- a. Committee size is limited to 12 members unless otherwise specified or required by the committee's authorizing statute. Membership above 12 for any existing or future advisory committee will require specific justification by the Designated Federal Officer (DFO), in consultation with the Committee Management Officer (CMO) and the affected VA program office. Any future committee chartered will be limited to 12 members. Ex officio members will not be counted when considering the 12 members limit.
- b. The membership of existing advisory committees will be reduced, by attrition, to not more than 12 members, unless the committee's authorizing legislation mandates a larger membership or unless an exception is approved by the Chief of Staff after review of written justification.
- c. A committee member may serve no longer than two terms on a committee unless the committee's authorizing legislation states otherwise or unless the DFO of the committee, in consultation with the CMO, provides specific justification in a membership approval package for additional terms of service. All other committee members whose service exceeds two terms will complete their service at the end of the current term.
- d. The Secretary of Veterans Affairs will appoint committee members and designate them as Special Government Employees unless representative members are required by the committee's authorizing statute or other compelling justification is provided to the Secretary of Veterans Affairs.
- e. Each committee shall represent, to the extent possible, members with diverse professional and personal qualifications, such as experience in military service, military deployments, working with Veterans, committee subject matter expertise and working in large and complex organizations.
- f. Each committee shall represent, to the extent possible, Veterans of diverse eras and branches of military service.
- g. Each committee shall represent, to the extent possible, diversity in race/ethnicity, gender, religion, disability and geographical background.

Page 3.

Subj: Department of Veterans Affairs (VA) Advisory Committee Membership Balance Plan

4. In developing the Membership Balance Plan:

- a. DFOs will draft a membership balance plan for each committee consistent with the general membership requirements given herein.
- b. The purpose of the balance plan is to explain how the composition of the membership will benefit the overall goals of the committee and the Department.
- c. Each membership balance plan will be limited to no more than two pages and, in accordance with draft General Services Administration guidelines, will include consideration of:
 - i. the committee's name;
 - ii. the authority;
 - iii. the mission and function;
 - iv. technical experts needed and the process used to achieve diversity, equity and inclusion for committee balance;
 - v. other balance factors that may attribute to the geographic, ethnic, social, economic, or scientific impact of the committee's recommendations;
 - vi. candidates process used to identify the types of specific perspectives required, such as those of consumers, technical experts, the public at large, academia, business, or other sectors;
 - vii. subcommittee balance; and
 - viii. other supporting information supporting FAC.

5. A template to serve as an illustrative model is attached.

6. Point of contact for this action is Jeffrey A. Moragne, VA CMO at 202-266-4660 or Jeffrey.Moragne@va.gov.

Tanya J. Bradsher
Chief of Staff

Attachment

APPENDIX B SAMPLE ADVISORY COMMITTEE MINUTES

DEPARTMENT OF VETERANS AFFAIRS [ADD COMMITTEE NAME]

January 19 – January 20, XXXX
Tampa, Florida
8:30AM – 4:30PM

MINUTES

Attendees:

Committee Members Present:

James E. Doe, Chair
Jacqueline M. Emery, Ph.D., RN
Lindsey A. Feltus, M.D.
Michael Y. Gardner,
Colonel Patricia Kelley Mathers
Katherine P. Oliver
Terrence U. Ramsey
Emilio R. Sanchez

Committee Members Absent:

Major Eustis James Brown
Lieutenant Colonel Mary J. Schlitz

Ex-Officio Members Present:

Lucien David Washington, Department of Veterans Affairs
Michael B. Smith, Department of Labor
Karen L. Snead, Department of Transportation

Department of Veterans Affairs Staff Present:

Debra K. Johnson, Designated Federal Officer
Jarrod I. Kennedy, Alternate Designated Federal Officer
David J. Shulkin, Secretary of Veterans Affairs
Michael Feil, MyVA Task Force
Jeffrey “Boomer” Moragne, Director, Advisory Committee Management Office
Carol Borden, Ethics Staff Attorney, Office of General Counsel
Eric L. Doe, Director Memorial Program Service
Kayla Doe, Director, Center for Women Veterans
Anthony Doe, Senior Advisor to the Director, VHA Homelessness

Public Attendees:

Daisy Duck
Donald Duck
Mickey Mouse
Minnie Mouse

Monday, January 19, XXXXOpening Remarks:

Chairman Doe called the Committee to order at 8:31 a.m. He asked Committee members, VA staff, and public observers to introduce themselves.

(Chairman gives additional remarks, goes over the agenda, etc.)

Presentations:

Hear reports from Subject Matter Experts, Special Consultants, etc.

The Committee recessed from 11:48 a.m. to 12:59 p.m. for lunch.

Afternoon Session:

Chairman Doe showed the Committee a video detailing the heroism of Hershel W. “Woody” Williams, a Medal of Honor recipient.

Presentations:

Hear reports from Subject Matter Experts, Special Consultants, etc.

The Committee recessed for the day at 3:59 p.m.

Tuesday, January 20, XXXXOpening Remarks:

Chairman Doe called the Committee to order at 8:30 a.m. He asked Committee members, VA staff, and public observers to introduce themselves.

(Chairman gives additional remarks, goes over the agenda, etc.)

Presentations:

Hear reports from Subject Matter Experts, Special Consultants, etc.

The Committee recessed from 11:58 a.m. to 12:58 p.m. for lunch.

Afternoon Session:

Chairman Doe showed the Committee a video detailing the heroism of Hershel W. “Woody” Williams, a Medal of Honor recipient.

Presentations:

Hear reports from Subject Matter Experts, Special Consultants, etc.

Public Comment Period:

Hear comments from the public.

The Committee recessed for the day at 4:23 p.m.

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